

Pennington County Human Service Committee

Meeting Agenda

October 15, 2019

7:00 am

Members Present

_____ Bruce Lawrence

_____ Don Jensen

_____ Cody Hempel

_____ Neil Peterson

_____ Darryl Tveitbakk

Section A

- I. Minutes: Review of 09/17/2019 HSC Meeting Minutes
- II. Personnel:
 - A. Social Worker position refill update
 - B. Fiscal Supervisor position refill hiring update
- III. General:
 - A. CY 2020 Clinical Supervision Purchase of Service Agreement between Sherry Jose-Sobolik and Pennington County Human Services
 - B. CY 2020-2021 MFIP/DWP Employment Services Purchase of Service Agreement with the Career Force Center
 - C. Out-of-Home Cost Report
 - D. Month's End Cash Balance
 - E. 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:

11/19/2019
12:00 pm

12/17/2019
12:00 pm

01/21/2020
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 7:00 a.m., September 17, 2019, at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT:

Bruce Lawrence
Cody Hempel
Don Jensen
Neil Peterson
Darryl Tveitbakk

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Scott Sommers
Kathleen Herring
Maureen Monson
Carol Johnson

SECTION A

I. MINUTES:

- A. The August 20, 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:

- B. The Director presented updates on the hiring status of a Social Worker position and Fiscal Supervisor position.

III. GENERAL:

- A. The Director presented an update on CaseWorks, an EDMS (electronic data management system). The estimated project kick off is scheduled for November 2019.
- B. The Out-of-Home Cost Report through August 2019 was presented for review.
- C. Month's end cash balance for July 2019 stands at \$3,531,954.80.
- D. The Director presented an update on the Children's Mental Health Screening Grant Budget for the year 2020 which is \$2,943.00.
- E. Kathleen Herring, Financial Assistance Supervisor presented an update on the 2020-2021 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA). She also presented an update on the 2020 Minnesota Family Investment Program and Diversionary Work Program Joint Powers Agreement.
- F. The Director presented an update on the resent AMHI meeting.

- G. The Director presented an update on a joint meeting between Thief River Falls School District Administration and Pennington County Human Services.

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 August 2019 report of activity. The Supervisor also reported the Income Maintenance open case count stands at 1,580.
- 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: October 15, 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 |
|--------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------|----------|----------|
| Cash | | | | | | | | | | | | |
| MFIP | 37 | 37 | 38 | 37 | 39 | 41 | 45 | 39 | 43 | | | |
| DWP | 11 | 11 | 8 | 9 | 7 | 8 | 4 | 4 | 6 | | | |
| GA | 44 | 41 | 39 | 38 | 38 | 38 | 34 | 39 | 36 | | | |
| GRH | 56 | 58 | 56 | 54 | 47 | 52 | 51 | 53 | 52 | | | |
| MSA | 62 | 63 | 67 | 67 | 65 | 64 | 66 | 62 | 61 | | | |
| EA | 2 | 0 | 0 | 1 | 2 | 4 | 3 | 0 | 3 | | | |
| EGA | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 2 | 0 | | | |
| TOTAL | 213 | 210 | 208 | 206 | 198 | 208 | 204 | 199 | 201 | 0 | 0 | 0 |

| | | | | | | | | | | | | |
|--------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------|----------|----------|
| Food | | | | | | | | | | | | |
| SNAP | 488 | 495 | 501 | 491 | 483 | 460 | 446 | 434 | 458 | | | |
| TOTAL | 488 | 495 | 501 | 491 | 483 | 460 | 446 | 434 | 458 | 0 | 0 | 0 |

| | | | | | | | | | | | | |
|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------|----------|----------|
| Health Care | | | | | | | | | | | | |
| MA (MAXIS) | 538 | 519 | 519 | 521 | 521 | 522 | 519 | 513 | 509 | | | |
| IMD | 6 | 6 | 6 | 7 | 5 | 5 | 5 | 5 | 5 | | | |
| QMB | 242 | 236 | 243 | 242 | 238 | 239 | 241 | 239 | 237 | | | |
| SLMB | 70 | 70 | 65 | 63 | 70 | 70 | 72 | 65 | 65 | | | |
| QI-1 | 12 | 13 | 12 | 12 | 11 | 11 | 14 | 16 | 15 | | | |
| MA (METS/MNsure) | 785 | 792 | 785 | 784 | 787 | 781 | 773 | 770 | 776 | | | |
| MCRE (METS) | 23 | 27 | 29 | 30 | 27 | 25 | 51 | 52 | 53 | | | |
| TOTAL | 1,676 | 1,663 | 1,659 | 1,659 | 1,659 | 1,653 | 1,675 | 1,660 | 1,660 | 0 | 0 | 0 |

| | | | | | | | | | | | | |
|------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------|----------|----------|
| Total Active Programs | | | | | | | | | | | | |
| | 2,377 | 2,368 | 2,368 | 2,356 | 2,340 | 2,321 | 2,325 | 2,293 | 2,319 | 0 | 0 | 0 |

| | | | | | | | | | | | | |
|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--|--|--|
| Total Active Cases | | | | | | | | | | | | |
| | 1,730 | 1,753 | 1,762 | 1,744 | 1,737 | 1,725 | 1,724 | 1,721 | 1,750 | | | |

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 | 3,554,336.75 |
| 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 | 3,531,954.80 |
| 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 | 3,294,188.08 |
| 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
September-19

Approvals

| Eligibility Worker | File Date | Case | Request | Employment Status | Number of Children | Amount and Purpose | Agency Action | Date of Action |
|--------------------|-----------|---------|---------------------|--------------------|--------------------|---|---|----------------|
| X157517 | 9/6/2019 | 1314303 | rent | 1 adult: part time | 1 | \$312 - for half of first month's rent. | EA Approved - \$312. | 9/6/2019 |
| X157517 | 9/23/2019 | 1690403 | electric | 1 adult: full time | 1 | \$674.43 - to prevent disconnect. | EA Approved - \$674.43. | 9/24/2019 |
| X157554 | 8/21/2019 | 845382 | rent/damage deposit | 1 adult Full time | 5 | \$1,625 - for rent & damage deposit. \$400 - for electric deposit. | EA Approved \$750. This was applied to rent. Remainder of need was paid using DWP: \$284, ICCC: \$941 and Client: \$50. | 9/5/2019 |
| TOTAL | | | | | | EA | \$1,736.43 | |
| | | | | | | EGA | \$0.00 | |

Denials

| Eligibility Worker | File Date | Case | Request | Employment Status | Number of Children | Amount and Purpose | Agency Action | Date of Action |
|--------------------|-----------|---------|----------|---|--------------------|--------------------|--|----------------|
| X157517 | 9/10/2019 | 2367059 | food | 1 adult: unemployed | 0 | unknown | EGA Denied. No emergency. | 9/13/2019 |
| X157517 | 9/11/2019 | 2211306 | rent | 1 adult: unemployed and receives Child Support. | 1 | unknown | EA Denied. Household in Sanction. | 9/11/2019 |
| X157535 | 9/17/2019 | 1054951 | electric | 2 adults: each full time | 5 | unknown | Denied EA. EA used previously in 04/2019. | 9/17/2019 |

| 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 | \$ 5,498.49 | \$ 3,297.66 | \$ 6,121.44 | \$ 3,242.29 | \$ - | \$ - | \$ - | \$ 42,143.26 | \$ 144,777.36 | -70.9% |
| Rule 4 | \$ - | \$ 2,396.30 | \$ 2,164.40 | \$ 2,396.30 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,957.00 | \$ 25,280.62 | -72.5% |
| Rule 8 | \$ - | \$ - | \$ - | \$ - | \$ 597.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 597.00 | \$ 23,521.00 | -97.5% |
| Rule 5 | \$ 4,367.51 | \$ 4,420.29 | \$ 4,122.44 | \$ - | \$ - | \$ 1,030.68 | \$ 8,981.64 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 22,922.56 | \$ - | #DIV/0! |
| Corrections | \$ 9,815.00 | \$ 10,445.00 | \$ 8,400.00 | \$ 10,662.00 | \$ 15,295.00 | \$ 14,796.00 | \$ 8,060.00 | \$ 8,502.00 | \$ 7,482.00 | \$ - | \$ - | \$ - | \$ 93,457.00 | \$ 150,772.09 | -38.0% |
| Adoption Aid | \$ - | \$ - | \$ - | \$ 2,377.58 | \$ - | \$ 354.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,731.58 | \$ 1,998.00 | 36.7% |
| Totals | \$ 21,379.25 | \$ 20,495.51 | \$ 19,301.54 | \$ 19,782.70 | \$ 20,483.20 | \$ 21,679.17 | \$ 20,339.30 | \$ 14,623.44 | \$ 10,724.29 | \$ - | \$ - | \$ - | \$ 168,808.40 | \$ 346,349.07 | -51.3% |

| 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 | \$ 1,705.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,280.78 | \$ 17,890.40 | -64.9% |
| MH Recovery | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| 4E Recovery | \$ - | \$ 5,173.00 | \$ - | \$ - | \$ 2,049.00 | \$ - | \$ - | \$ 1,419.00 | \$ - | \$ - | \$ - | \$ - | \$ 8,641.00 | \$ 20,273.00 | -57.4% |
| NFC Settlement | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 18,624.00 | - |
| Totals | \$ 891.17 | \$ 6,096.97 | \$ 911.88 | \$ 911.88 | \$ 2,121.88 | \$ 864.00 | \$ 1,705.00 | \$ 1,419.00 | \$ - | \$ - | \$ - | \$ - | \$ 14,921.78 | \$ 56,787.40 | -73.7% |

| | | | | | | | | | | | | | | | |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|-------------|-------------|----------------------|----------------------|---------------|
| Net Expense | \$ 20,488.08 | \$ 14,398.54 | \$ 18,389.66 | \$ 18,870.82 | \$ 18,361.32 | \$ 20,815.17 | \$ 18,634.30 | \$ 13,204.44 | \$ 10,724.29 | \$ - | \$ - | \$ - | \$ 153,886.62 | \$ 289,561.67 | -46.9% |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|-------------|-------------|----------------------|----------------------|---------------|

| | | | | | | | | | | | | | | | |
|-------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--|--|--|
| 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) | \$ (127,174.54) | \$ (119,232.54) | \$ (127,647.05) | \$ (136,146.09) | \$ (148,694.93) | \$ (169,368.35) | \$ (194,615.45) | | | |

| 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 |