

Pennington County Human Service Committee

Meeting Agenda

September 17, 2019

7:00 am

Members Present

_____ Bruce Lawrence

_____ Don Jensen

_____ Cody Hempel

_____ Neil Peterson

_____ Darryl Tveitbakk

Section A

- I. Minutes: Review of 08/20/2019 HSC Meeting Minutes
- II. Personnel:
 - A. Social Worker position refill update
 - B. Fiscal Supervisor position refill hiring update
- III. General:
 - A. EDMS update
 - B. Out-of-Home Cost Report
 - C. Month's End Cash Balance
 - D. 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:

10/15/2019
7:00 am

11/19/2019
12:00 pm

12/17/2019
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 7:00 a.m., August 20, 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:** The July 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. The Director presented updates on the hiring status of a Social Worker position, Eligibility Worker position, and Office Support Specialists positions.

- III. **GENERAL:**
 - A. The Director presented an update on CaseWorks, an EDMS (electronic data management system). After the presentation, the recommendation was to forward this item to the Consent Agenda.
 - B. The Director presented an update on the agency's computer replacement/upgrade plan. After the presentation, the recommendation was to forward this item to the Consent Agenda.
 - C. The Out-of-Home Cost Report through July 2019 was presented for review.
 - D. Month's end cash balance for July 2019 stands at \$3,554,336.75.

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 July 2019 report of activity. The Supervisor also reported the Income Maintenance open case count stands at 1,724.
- 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: September 17, 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				
DWP	11	11	8	9	7	8	4	4				
GA	44	41	39	38	38	38	34	39				
GRH	56	58	56	54	47	52	51	53				
MSA	62	63	67	67	65	64	66	62				
EA	2	0	0	1	2	4	3	0				
EGA	1	0	0	0	0	1	1	2				
TOTAL	213	210	208	206	198	208	204	199	0	0	0	0

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

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

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

Total Active Cases												
	1,730	1,753	1,762	1,744	1,737	1,725	1,724	1,580				

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

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157535	8/22/2019	426194	natural gas	2 adults: 1 RSDI and 1 GA	0	\$244.70 to prevent disconnect.	EGA Approved - \$244.70	8/27/2019
TOTAL						EA	\$0.00	
						EGA	\$244.70	

Denials								
Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157535	8/8/2019	870075	electric	2 adults: 1 full time and 1 unemployed	3	\$282.89 to prevent disconnect.	EA Denied. Salvation Army paid \$282.89.	8/20/2019
X157554	7/23/2019	2340684	unknown	2 adult: both unemployed	0	unknown	EGA Denied. Not Pennington County residents.	8/7/2019

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	\$ -	\$ -	\$ -	\$ -	\$ 38,900.97	\$ 129,553.02	-70.0%
Rule 4	\$ -	\$ 2,396.30	\$ 2,164.40	\$ 2,396.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,957.00	\$ 22,882.58	-69.6%
Rule 8	\$ -	\$ -	\$ -	\$ -	\$ 597.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 597.00	\$ 22,526.00	-97.3%
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	\$ -	\$ -	\$ -	\$ -	\$ 85,975.00	\$ 148,366.09	-42.1%
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	\$ -	\$ -	\$ -	\$ -	\$ 158,084.11	\$ 325,325.69	-51.4%

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	\$ 16,090.35	-61.0%
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	\$ 54,987.35	-72.9%

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	\$ -	\$ -	\$ -	\$ -	\$ 143,162.33	\$ 270,338.34	-47.0%
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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)	\$ (127,174.54)	\$ (119,232.54)	\$ (127,647.05)	\$ (146,870.38)	\$ (159,419.22)	\$ (180,092.64)	\$ (205,339.74)			

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	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	
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	