

Pennington County Human Service Committee

Meeting Agenda

August 17, 2021

12:00 pm

Members Present

_____ Bruce Lawrence _____ Dave Sorenson _____ Seth Nelson

_____ Neil Peterson _____ Darryl Tveitbakk

Section A

- I. Minutes: Review of 07/20/2021 HSC Meeting Minutes
- II. Personnel:
 - A. Update on Mental Health/Social Worker position
 - B. Update on Social Worker/Child Protection position
 - C. Update on Social Worker/Waiver Case Manager position
 - D. Resignation
 - E. Probationary Action
 - F. Update on Family Based Provider Worker-Sharing with Kittson County.
- III. General:
 - A. Telecommute Policy
 - B. CY 2022 Clinical Supervision Purchase of Service Agreement.
 - C. Budget
 - D. UCare Audit
 - E. Rule 13 Licensing Audit
 - F. Out-of-Home Cost Report
 - G. Month's End Cash Balance
 - H. 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:

08/17/2021
12:00 pm

09/21/2021
9:00 am

10/19/2021
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, July 20, 2021, at the Pennington County Justice Center.

COMMITTEE MEMBERS PRESENT:

Neil Peterson
Bruce Lawrence
Darryl Tveitbakk
Dave Sorenson
Seth Nelson

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Maureen Monson
Charles Lundgren
Tammy Johnson
Elizabeth Gerhart

SECTION A

I. **MINUTES:**

The June 15, 2021, 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 an update on the hiring status of the Eligibility position.
- B. The Director presented an update on the Fiscal Supervisor position.
- C. The Director presented an update on the Mental Health/Social Worker position.
- D. The Director presented an update on the Social Worker/Care Coordinator position.
- E. The Director presented an update on the Social Worker/Child Protection position.
- F. The Director presented a announced the resignation of Megan Klamer, DD/Waiver Case Manager Social Worker, effective July 9, 2021. Upon conclusion of the discussion a recommendation was made to forward this item to the Consent Agenda.
- G. The Director presented a request to post, interview and hire for the DD/Waiver Case Manager Social Worker Vacancy. Upon conclusion of the discussion a recommendation was made to forward this item to the Consent Agenda.
- H. The Director presented an update on the Family Based Provider Worker and sharing this position with Kittson County.
- I. Shelby Erickson, Social Worker is scheduled to complete probation on August 1, 2021. Shelby is meeting position expectations and is successfully fulfilling job responsibilities. The Director recommends Ms. Erickson be granted permanent status upon completion of the 6-month period. Upon conclusion of

this presentation a recommendation was made to forward this item to the Consent Agenda.

III. GENERAL:

- A. The Director presented the Telecommute Policy. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- B. The Director presented the Child Safety and Permanency and MFIP/DWP Self-Support Index Performance Report. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- C. The Director presented information on the Mental Health & Suicide Awareness Event on September 1, 2021. Committee members discussed sponsorship of this event.
- D. The Out-of-Home Cost Report through June 2021 was presented for Review.
- E. Month's end cash balance for June 2021 stands at \$ 3,759,448.23.

SECTION B

- I. No Social Service cases were presented for special case review.
- II. Tammy Johnson, Financial Assistant Supervisor presented the Emergency Assistance/Emergency General Assistance June 2021 report of activity. She also reported the Income Maintenance open case count stands at 1,867.
- 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: August 17, 2021, at 12:00 p.m.

**Pennington County Human Services
Income Maintenance Unit
2021 Active Cases by Program**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cash												
MFIP	67	69	68	66	57	59	56					
DWP	0	0	0	0	0	0	0					
GA	42	39	36	41	44	41	41					
GRH	47	46	48	52	51	52	53					
MSA	55	54	54	56	55	56	56					
EA	0	0	2	1	0	0	0					
EGA	0	0	0	0	2	0	0					
TOTAL	211	208	208	216	209	208	206	0	0	0	0	0

Food												
SNAP	485	473	463	469	474	488	476					
TOTAL	485	473	463	469	474	488	476	0	0	0	0	0

Health Care												
MA (MAXIS)	530	524	535	537	534	539	542					
IMD	6	6	5	5	5	5	5					
QMB	254	253	254	255	248	249	254					
SLMB	60	58	56	56	55	61	59					
QI-1	21	20	20	19	18	18	18					
MA (METS/MNsure)	917	925	935	950	952	957	965					
MCRE (METS)	50	51	54	55	55	56	57					
TOTAL	1,838	1,837	1,859	1,877	1,867	1,885	1,900	0	0	0	0	0

Total Active Programs												
	2,534	2,518	2,530	2,562	2,550	2,581	2,582	0	0	0	0	0

Total Active Cases												
	1,897	1,884	1,890	1,918	1,917	1,867	1,871	0	0	0	0	0

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Jul-21**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	56	147	51	96	Minnesota Family Investment Program
DWP	0	0	0	0	Diversionsary Work Program
GA	41	41	41	0	General Assistance
GRH	53	53	53	0	Group Residential Housing
MSA	56	56	56	0	Minnesota Supplement Aid
EA	0	0	0	0	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
TOTAL	206	297	201	96	

Food					
SNAP	476	807	539	268	Supplemental Nutrition Assistance Program
TOTAL	476				

Health Care					
MA (MAXIS)	542	553	458	95	Medical Assistance
IMD	5	5	5	0	Institute for Mental Disease
QMB	254	255	254	1	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	59	63	63	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	18	21	21	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	965				Medical Assistance (as of 7/5/2021)
MCRE (METS)	57				MinnesotaCare (as of 7/5/2021)
TOTAL	1,900	897	801	96	

TOTAL ACTIVE PROGRAMS:	2,582
TOTAL ACTIVE CASES:	1,871

Pennington County Human Services
Out Of Home Placement Costs
Year Ending December 31, 2021 & 2020

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD	YTD 2019	Change
Expense															
Foster Care	9,692.77	8,333.69	11,414.65	10,466.25	10,466.25	11,421.21	19,884.21	-	-	-	-	-	81,679.03	13,807.46	491.6%
Rule 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	1,062.04	-	-	-	-	-	-	-	-	-	-	-	1,062.04	-	-
Corrections	27,294.00	5,689.98	40,768.00	11,738.00	37,521.00	-	12,800.11	-	-	-	-	-	135,811.09	54,973.00	147.1%
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	38,048.81	14,023.67	52,182.65	22,204.25	47,987.25	11,421.21	32,684.32	-	-	-	-	-	218,552.16	68,780.46	217.8%
Revenue															
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MH Recovery	1,525.83	3,560.27	7,629.15	5,594.71	9,154.98	-	-	-	-	-	-	-	27,464.94	1,440.00	1807.3%
4E Recovery	-	-	-	-	-	-	-	-	-	-	-	-	-	262.00	-100.0%
NFC Settlement	2,303.00	-	-	-	-	-	-	-	-	-	-	-	2,303.00	-	-
Totals	3,828.83	3,560.27	7,629.15	5,594.71	9,154.98	-	-	-	-	-	-	-	29,767.94	1,702.00	1649.0%
Net Expense	34,219.98	10,463.40	44,553.50	16,609.54	38,832.27	11,421.21	32,684.32	-	-	-	-	-	188,784.22	67,078.46	181.44%
2019 Totals	22,347.68	24,827.68	19,903.10	18,149.84	26,824.20	28,217.29	25,842.40	16,811.96	25,702.14	41,491.63	51,588.06	43,803.66			
YTD Change	11,872.30	(2,491.98)	22,158.42	20,618.12	32,626.19	15,830.11	22,672.03	5,860.07	(19,842.07)	(61,333.70)	(112,921.76)	(156,725.42)			

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	YTD
Expense													
Foster Care	4,639.68	4,162.68	5,005.10	5,350.84	4,114.20	5,471.86	5,964.40	8,047.60	8,177.18	11,221.08	11,161.46	9,552.06	82,868.14
Rule 4	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 8	-	-	-	-	-	-	-	6.00	-	-	-	-	6.00
Rule 5	-	-	-	-	-	-	-	-	4,248.16	4,551.60	4,703.32	4,551.60	18,054.68
Corrections	19,148.00	20,665.00	15,160.00	13,599.00	22,710.00	22,924.00	19,878.00	18,128.00	17,548.00	28,262.00	40,032.55	29,700.00	267,754.55
Adoption Aid	-	-	-	-	-	-	-	454.64	-	-	-	-	454.64
Totals	23,787.68	24,827.68	20,165.10	18,949.84	26,824.20	28,395.86	25,842.40	26,636.24	29,973.34	44,034.68	55,897.33	43,803.66	369,138.01
Revenue													
Reimburse	-	-	-	800.00	-	-	-	100.00	-	-	-	-	900.00
MH Recovery	1,440.00	-	-	-	-	178.57	-	5,867.28	4,271.20	2,543.05	3,560.27	-	17,860.37
4E Recovery	-	-	262.00	-	-	-	-	1,927.00	-	-	749.00	-	2,938.00
NFC Settlement	-	-	-	-	-	-	-	1,930.00	-	-	-	-	1,930.00
Totals	1,440.00	-	262.00	800.00	-	178.57	-	9,824.28	4,271.20	2,543.05	4,309.27	-	23,628.37
Net Expense	22,347.68	24,827.68	19,903.10	18,149.84	26,824.20	28,217.29	25,842.40	16,811.96	25,702.14	41,491.63	51,588.06	43,803.66	345,509.64

Human Service's Month End Balance

	2015	2016	2017	2018	2019	2020	2021	% of Budget
January	1,647,300.14	1,814,014.90	2,182,630.66	2,271,729.26	2,772,063.80	3,288,028.76	3,624,301.56	67.93%
February	1,618,976.04	1,801,985.24	2,138,616.83	2,176,762.19	2,732,919.27	3,403,266.76	3,521,041.97	66.00%
March	1,375,360.09	1,655,070.89	1,800,227.71	1,844,672.30	2,547,429.81	3,277,046.86	3,033,593.35	56.86%
April	1,088,964.93	1,347,248.60	1,539,707.40	1,525,256.03	2,361,226.50	3,009,330.45	2,865,586.09	53.71%
May	961,748.47	1,294,231.42	1,426,858.37	1,528,544.15	2,327,158.79	3,038,957.98	2,728,273.46	51.14%
June	1,932,135.73	2,330,176.40	2,576,374.42	2,692,513.93	3,462,928.17	4,095,797.92	3,759,448.23	70.47%
July	2,047,715.90	2,367,725.88	2,650,496.79	2,874,408.12	3,554,336.75	4,284,273.43	3,656,785.80	68.54%
August	2,097,897.09	2,427,610.70	2,600,332.14	2,749,859.99	3,531,954.80	3,987,655.57		0.00%
September	1,844,296.27	2,121,578.06	2,362,913.96	2,518,750.84	3,294,188.08	3,781,078.10		0.00%
October	1,492,630.60	1,866,987.16	2,133,041.74	2,198,557.64	3,270,530.55	3,301,898.06		0.00%
November	2,213,985.52	2,638,930.35	2,642,643.71	3,070,756.97	3,860,836.73	3,606,171.73		0.00%
December	2,083,484.81	2,395,704.36	2,513,770.14	2,970,003.64	3,606,171.73	3,741,217.85		70.12%

Expense Budget

5335178

PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT made and entered into by and between Pennington County Human Services, 318 Knight Ave. N., Thief river Falls, MN 56701 (Agency) and Sherry Jose-Sobolik, P.O. Box 336, Thief River Falls, MN 56701 (Provider).

WHEREAS: The provider is qualified and able to provide Rule 25 Chemical Health Assessment, Comprehensive Assessment and Mental Health-Targeted Case Management clinical supervision services, and

WHEREAS: The Agency desires to purchase clinical supervision services from the Provider,

NOW, THEREFORE: The Agency and Provider agree as follows;

- I.
 - A. The Agency will purchase and the Provider will provide Rule 25 Chemical Health Assessment, Comprehensive Assessment and Mental Health-Targeted Case Management clinical supervision.
 - B. Provider will provide proof of credentialing and maintain clinical supervision qualifications for the duration of this agreement.
 - C. The Agency will determine the frequency, length and duration of purchased services.
 - D. The Agency and Provider will confer and mutually agree upon service expectations and mode of service delivery.

- II. Payment:
 - A. Provider will be reimbursed at the rate of \$85.00/hour.
 - B. Provider will submit claims for work performed via an itemized invoice.
 - C. Claims will be processed according to standard Agency protocol and within 30 days of receipt of service invoice.
 - D. This agreement will not provide a guaranteed minimum amount over the term of the agreement.

- III. Independent Contractor: The Agency and Provider agree that the status of the Provider under this agreement is that of independent contractor. The Provider, while engaged in the performance of any services provided to the Agency, shall not be considered an employee of the Agency.

- IV. Insurance: Agency and Provider are responsible for their own liability insurance coverage. Provider will hold harmless Pennington County and Pennington County Human Services from liability, loss damages, costs or expenses which may be claimed against the County arising out of the performance of the Provider.

V. HIPAA and safeguarding of Client Information: It is understood that identifying client information will not be shared between Agency and Provider. If such disclosure becomes necessary, it will be done so under a duly authorized release of information and that the maintenance of shared information will follow HIPAA and Data Privacy protocols.

VI. Duration of Agreement: This agreement will commence upon signature of the parties and will be effective 01/01/2022 through 12/31/2022. Any modifications or alterations to this agreement will only become valid when they have been reduced to writing and signed by the parties. Early termination of this agreement, by any party, shall be valid upon 45 (forty-five) days written notice.

_____ Date
County Board Chair

_____ Date
Provider

_____ Date
Agency Director

_____ Date
Pennington County Attorney