

Pennington County Human Service Committee

Meeting Agenda

April 18, 2023

12:00 pm

Members Present

_____ Bruce Lawrence _____ Dave Sorenson _____ Seth Nelson
_____ Neil Peterson _____ Roy Sourdif

Section A

- I. Minutes: Review of 03/212023 HSC Meeting minutes
- II. Personnel:
 - A. Update on Social Work/Disability Wavier Position
 - B. Update on Case Aide Position
 - C. Update on Family Based Service Provider Position
 - D. Completion of Probation

- IV. General:
 - A. "Every Student Succeeds Act" (ESSA) Service Agreement between Thief River Falls Public Schools and Pennington County Human Services.
 - B. BC/BS Audit
 - C. Child Protection Opioid Allocation
 - D. Annual 3CX 2923 Human Services Renewal
 - E. Updated backup solution with Cloud Backup READi TECH
 - 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:

05/16/2023
12:00 pm

06/20/2023
12:00 pm

07/18/2023
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, March 21, 2023, at the Pennington County Justice Center.

COMMITTEE MEMBERS PRESENT:

Bruce Lawrence
Seth Nelson
Dave Sorenson
Roy Sourdif

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Tammy Johnson
Stacy Anderson
Mitch Anderson

SECTION A

I. MINUTES:

The February 16, 2023, 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 announced that DeAnna Motta has been hired to fill the Eligibility worker position. Ms. Motta starts her employment on March 29, 2023. Upon conclusion of the announcement a recommendation was made to forward this item to the Consent Agenda.
- B. The Director presented an update on the Social Worker positions.
- C. The Director presented a request to fill a Case Aide vacancy. This position will focus on performing a variety of paraprofessional social services activities to support the professional and supervisory staff of the department. Duties involve such tasks as determining eligibility of clients for various social services programs. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.

III. GENERAL:

- A. The Director presented information and informed committee members of the need to renew the agency's Equal Employment Opportunity and Affirmative Action guidelines. Upon Conclusion of the presentation, a recommendation was made to forward this item to the Consent Agenda.
- B. Committee members were apprised of a letter received from the Department of Human Services Commissioner, Jodi Harpstad, commending our agency for perfect performance in meeting DHS Human Service financial reporting requirements for Calendar year 2022. The letter acknowledged that all key quarterly reports were submitted to the DHS Financial Operations Division before the report deadlines presented on or before the report deadlines and in perfect order. Committee members recommended this commendation be presented at the next scheduled County Board meeting.
- C. The Director presented for approval un updated Pennington County Pre-Petition Screening Team list of authorized screeners. Individuals

recommended for appointment as screeners to conduct investigations pursuant to judicial commitments chemical dependency, mentally ill or intellectually disabled.

| | |
|-------------------|----------------------|
| Julie Sjostrand | Human Services |
| Judy Graff | Human Services |
| Elizabeth Gerhart | Human Services |
| Mitch Anderson | Human Services |
| Marcie Wallace | Human Services |
| Tori Felzien | Human Services |
| Josh Hanson | Human Services |
| Seth Vettleon | County Sheriff |
| Melissa Larson | Sheriff's Department |
| Brittany Bimler | Sanford |
| Kayla Jore | Public Health |

- D. The Out-of-Home Cost Report through February 2023 was presented for Review.
- E. Month's end cash balance for February 2023 stands at \$ 4,019,670.50.

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 February 2023 report of activity. She reported the Income Maintenance open case count stands at 2091.
- 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: April 18, 2023, at 12:00 p.m.



April 11, 2023

Pennington County Human Service

Annual 3CX Renewal 2023 Human Services

PREPARED BY:

Mark Westacott

Senior Sales Account Executive

readitech.com

800.279.4796

Grand Forks

2600 Demers Avenue

Suite 104B

Grand Forks, ND 58201

Fargo

4870 Rocking Horse Circle S

Fargo, ND 58104

Pennington County Human Service - Annual 3CX Renewal 2023 Human Services

Prepared by:

Readitech
Mark Westacott
218-779-1692
mwestacott@readitech.com

Prepared for:

Pennington County Human Service
318 Knight Ave N PO Box 340
Thief River Falls, MN 56701
Julie Sjostrand
jasjostrand@co.pennington.mn.us
(218) 681-2880

Quote Information:

Quote #: 006250
Version: 1
Delivery Date: 04/11/2023
Expiration Date: 04/14/2023

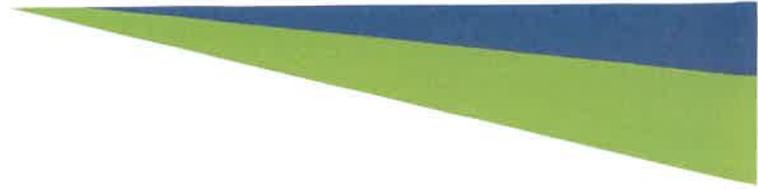
Quote Summary

| Description | Amount |
|-------------|----------|
| Renewal | \$750.00 |
| Total: | \$750.00 |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date



April 11, 2023

Pennington County Human Service

Updated backup solution with Cloud backup

PREPARED BY:

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Pennington County Human Service
318 Knight Ave N PO Box 340
Thief River Falls, MN 56701
Julie Sjostrand
jasjostrand@co.pennington.mn.us
(218) 681-2880

Quote Information:

Quote #: 006023
Version: 1
Delivery Date: 04/11/2023
Expiration Date: 03/15/2023

Quote Summary

| Description | Amount |
|-------------|----------|
| Services | \$170.00 |
| Total: | \$170.00 |

Recurring Expenses Summary

| Description | Amount |
|------------------|----------|
| Monthly Services | \$110.00 |
| Recurring Total: | \$110.00 |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature

Date

Pennington County Human Services
 Out Of Home Placement Costs
 Year Ending December 31, 2023 & 2022

SS

SS

| | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | YTD | YTD 2022 | Change |
|--------------------|------------------|--------------------|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------------|------------------|-----------------|
| Expense | | | | | | | | | | | | | | | |
| Foster Care | 9,815.41 | 13,575.14 | 15,388.17 | - | - | - | - | - | - | - | - | - | 38,778.72 | 50,627.26 | -23.4% |
| Rule 4 | 1,271.00 | 4,743.00 | 7,162.00 | - | - | - | - | - | - | - | - | - | 13,176.00 | 10,719.42 | 22.9% |
| Rule 8 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Rule 5 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Corrections | 30,824.97 | - | 71,976.09 | - | - | - | - | - | - | - | - | - | 102,801.06 | 34,473.00 | 198.2% |
| Adoption Aid | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Totals | 41,911.38 | 18,318.14 | 94,526.26 | - | 154,755.78 | 95,819.68 | 61.5% |
| Revenue | | | | | | | | | | | | | | | |
| Reimburse | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| MH Recovery | 15,917.31 | 8,060.67 | 7,200.69 | - | - | - | - | - | - | - | - | - | 31,178.67 | 19,374.40 | 60.9% |
| 4E Recovery | - | 45,094.00 | - | - | - | - | - | - | - | - | - | - | 45,094.00 | - | - |
| NFC Settlement | - | - | - | - | - | - | - | - | - | - | - | - | - | 227.44 | -100.0% |
| Totals | 15,917.31 | 53,154.67 | 7,200.69 | - | 76,272.67 | 127.37 | 59782.8% |
| Net Expense | 25,994.07 | (34,836.53) | 87,325.57 | - | 78,483.11 | 95,692.31 | -17.98% |

2022 Totals 30,100.61 18,617.74 27,499.49 25,468.84 18,879.74 19,298.96 35,873.39 14,607.31 67,207.41 17,915.15 23,644.04 52,765.30

YTD Change (4,106.54) (57,560.81) 2,265.27 (23,203.57) (42,083.31) (61,382.27) (97,255.66) (111,862.97) (179,070.38) (196,985.53) (220,629.57) (273,394.87)

| | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | YTD |
|--------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Expense | | | | | | | | | | | | | |
| Foster Care | 13,569.61 | 13,572.11 | 23,485.54 | 12,341.42 | 13,533.23 | 20,574.68 | 16,978.75 | 16,809.44 | 14,812.71 | 25,661.57 | 17,868.40 | 13,824.30 | 203,031.76 |
| Rule 4 | - | - | 10,719.42 | 2,449.44 | 5,691.40 | 8,108.44 | 4,002.00 | 4,256.00 | 1,271.00 | 15,306.00 | 6,014.00 | 6,174.00 | 63,991.70 |
| Rule 8 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Rule 5 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Corrections | 16,531.00 | 5,173.00 | 12,769.00 | 15,149.00 | 31,967.80 | 16,562.00 | 20,854.00 | - | 56,588.28 | 12,174.00 | 51,456.00 | 38,711.00 | 277,935.08 |
| Adoption Aid | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Totals | 30,100.61 | 18,745.11 | 46,973.96 | 29,939.86 | 51,192.43 | 45,245.12 | 41,834.75 | 21,065.44 | 72,671.99 | 53,141.57 | 75,338.40 | 58,709.30 | 544,958.54 |
| Revenue | | | | | | | | | | | | | |
| Reimburse | - | - | - | - | - | - | - | - | - | - | - | - | - |
| MH Recovery | - | - | 19,374.40 | 4,471.02 | 7,451.69 | 10,929.16 | 5,961.36 | 6,458.13 | 5,464.58 | 9,485.42 | 14,780.36 | (39.00) | 84,337.12 |
| 4E Recovery | - | - | - | - | 4,082.00 | - | - | - | - | 18,145.00 | 36,914.00 | - | 59,141.00 |
| NFC Settlement | - | 127.37 | 100.07 | - | 20,779.00 | 15,017.00 | - | - | - | 7,596.00 | - | 5,983.00 | 49,602.44 |
| Totals | - | 127.37 | 19,474.47 | 4,471.02 | 32,312.69 | 25,946.16 | 5,961.36 | 6,458.13 | 5,464.58 | 35,226.42 | 51,694.36 | 5,944.00 | 193,080.56 |
| Net Expense | 30,100.61 | 18,617.74 | 27,499.49 | 25,468.84 | 18,879.74 | 19,298.96 | 35,873.39 | 14,607.31 | 67,207.41 | 17,915.15 | 23,644.04 | 52,765.30 | 351,877.98 |

1035.4
1054
1035.4
149.1
149.1
149.1
520.95
1257.67
520.95
1315.64
1146.38

67.95
745.5
78.69
745.5
67.95
745.5
952
935.2
935.2
194.3
334.11
309.05
1236.2
1336.44
1135.96
1188.32
36.98
369.8

314.76
1035.4
1035.4
1054
271.8
271.8
81.14
1176.53
1368.65

1479.63
1146.38
1230.76

1020
1002
1002
1217.1
1431.9
1324.5
84.88
1109.4
1273.2
358.53
259.02
358.53
259.02
358.53
259.02

Human Service's Month End Balance

| | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | % of Budget |
|-----------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|
| January | 2,182,630.66 | 2,271,729.26 | 2,772,063.80 | 3,288,028.76 | 3,624,301.56 | 3,612,634.01 | 3,892,137.92 | 70.51% |
| February | 2,138,616.83 | 2,176,762.19 | 2,732,919.27 | 3,403,266.76 | 3,521,041.97 | 3,555,431.44 | 4,019,670.50 | 72.82% |
| March | 1,800,227.71 | 1,844,672.30 | 2,547,429.81 | 3,277,046.86 | 3,033,593.35 | 3,329,525.51 | 3,646,424.89 | 66.06% |
| April | 1,539,707.40 | 1,525,256.03 | 2,361,226.50 | 3,009,330.45 | 2,865,586.09 | 3,022,501.53 | 0.00 | 0.00% |
| May | 1,426,858.37 | 1,528,544.15 | 2,327,158.79 | 3,038,957.98 | 2,728,273.46 | 3,023,675.98 | 0.00 | 0.00% |
| June | 2,576,374.42 | 2,692,513.93 | 3,462,928.17 | 4,095,797.92 | 3,759,448.23 | 4,180,077.80 | 0.00 | 0.00% |
| July | 2,650,496.79 | 2,874,408.12 | 3,554,336.75 | 4,284,273.43 | 3,656,785.80 | 4,190,786.57 | 0.00 | 0.00% |
| August | 2,600,332.14 | 2,749,859.99 | 3,531,954.80 | 3,987,655.57 | 3,694,899.51 | 4,132,301.59 | 0.00 | 0.00% |
| September | 2,362,913.96 | 2,518,750.84 | 3,294,188.08 | 3,781,078.10 | 3,573,442.34 | 3,878,451.23 | 0.00 | 0.00% |
| October | 2,133,041.74 | 2,198,557.64 | 3,270,530.55 | 3,301,898.06 | 3,318,688.76 | 3,609,060.10 | 0.00 | 0.00% |
| November | 2,642,643.71 | 3,070,756.97 | 3,860,836.73 | 3,606,171.73 | 4,035,310.35 | 3,599,570.32 | 0.00 | 0.00% |
| December | 2,513,770.14 | 2,970,003.64 | 3,606,171.73 | 3,741,217.85 | 3,808,445.10 | 4,092,234.23 | 0.00 | 0.00% |

Expense Budget

5,519,935.00

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Mar-23**

| Cash | # Cases | ## in HH | # Adults | # Children | |
|--------------|------------|------------|------------|------------|-------------------------------------|
| MFIP | 34 | 76 | 29 | 47 | Minnesota Family Investment Program |
| DWP | 3 | 5 | 3 | 2 | Diversionsary Work Program |
| GA | 40 | 40 | 40 | 0 | General Assistance |
| GRH | 54 | 54 | 54 | 0 | Group Residential Housing |
| MSA | 49 | 49 | 49 | 0 | Minnesota Supplement Aid |
| EA | 0 | 0 | 0 | 0 | Emergency Assistance |
| EGA | 0 | 0 | 0 | 0 | Emergency General Assistance |
| TOTAL | 180 | 224 | 175 | 49 | |

| Food | | | | | |
|--------------|------------|------|-----|-----|---|
| SNAP | 584 | ,074 | 684 | 390 | Supplemental Nutrition Assistance Program |
| TOTAL | 584 | | | | |

| Health Care | | | | | |
|--------------------|--------------|------------|------------|-----------|---|
| MA (MAXIS) | 547 | 557 | 460 | 97 | Medical Assistance |
| IMD | 5 | 5 | 5 | 0 | Institute for Mental Disease |
| QMB | 252 | 253 | 252 | 1 | Qualified Medicare Beneficiary (Medicare Savings Program) |
| SLMB | 60 | 63 | 63 | 0 | Service Limited Medicare Beneficiary (Medicare Savings Program) |
| QI-1 | 20 | 23 | 23 | 0 | QI-1 (Medicare Savings Program) |
| MA (METS/MNsure) | 1,112 | | | | Medical Assistance (as of 3/2/2023) |
| MCRE (METS) | 61 | | | | MinnesotaCare (as of 3/2/2023) |
| TOTAL | 2,057 | 901 | 803 | 98 | |

| | |
|-------------------------------|--------------|
| TOTAL ACTIVE PROGRAMS: | 2,821 |
| TOTAL ACTIVE CASES: | 2,080 |

