

Pennington County Human Service Committee

Meeting Agenda

February 20, 2024

12:00 pm

Members Present

_____ Bruce Lawrence _____ Dave Sorenson _____ Seth Nelson

_____ Neil Peterson _____ Roy Sourdif

Section A

Minutes: Review of 01/16/2024 HSC Meeting minutes

- I. Personnel:
 - A. Update on Social Work/Disability Wavier Position
 - B. Update on Child Protection Social Worker Position
 - C. Update on Family Based Worker Position
 - D. Update on Elderly Wavier Social Work Position
 - E. Update on Eligibility Worker Position
 - F. Office Support Position

- IV. General:
 - A. Merit System Equal Employment Opportunity and Affirmative Action guidelines as the Agency's personnel action plan.
 - B. To approve and re-authorize the Pennington County Pre-Petition Screening Team and list of screeners as presented.
 - 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:

03/20/2024
12:00 pm

04/16/2024
12:00 pm

05/21/2024
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, January 16, 2024, at the Pennington County Justice Center.

COMMITTEE MEMBERS PRESENT:

Neil Peterson
Seth Nelson
Bruce Lawrence
Dave Sorenson
Roy Sourdif

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Elizabeth Gerhart
Stacy Anderson
Mitch Anderson
Tammy Johnson

SECTION A

I. MINUTES:

The December 19, 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 presented an update on the Social Work/Disability Position.
- B. The Director presented an update on the Child Protection Worker Position.
- C. The Director Presented an update on the Family Based Provider Worker Position.

III. GENERAL:

- A. The CY 2024 -2025 Child Support Cooperative Agreement between the State of Minnesota, Pennington County Attorney's Office, Pennington County Sheriff's Office, and Pennington County Human Services was presented for consideration. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- B. The Director presented the CY 2024 Behavioral Health Temporary Confinement Service Agreement between Sanford Behavioral Health and Pennington County Human Services. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- C. The Director presented the Telecommute Policy Addendum. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- D. The Out-of-Home Cost Report through December 2023 was presented for Review.
- E. The month's end cash balance for December 2023 stands at \$ 4,802,666.26.

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 December 2023 report of activity. She reported the Income Maintenance open case count stands at 2130.
- 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 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: February 20, 2024, at 12:00 p.m.

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Jan-24**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	33	81	29	52	Minnesota Family Investment Program
DWP	2	5	2	3	Diversionsary Work Program
GA	52	52	52	0	General Assistance
GRH	50	50	50	0	Group Residential Housing
MSA	48	48	48	0	Minnesota Supplement Aid
EA	3	4	2	2	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
TOTAL	188	240	183	57	

SNAP/Food					
SNAP	562	,035	656	379	Supplemental Nutrition Assistance Program
TOTAL	562				

Health Care					
MA (MAXIS)	522	530	448	82	Medical Assistance
IMD	2	2	2	0	Institute for Mental Disease
QMB	244	245	245	0	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	60	63	63	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	24	27	27	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	1,076				Medical Assistance (as of 1/3/2024)
MCRE (METS)	77				MinnesotaCare (as of 1/3/2024)
TOTAL	2,005	867	785	82	

TOTAL ACTIVE PROGRAMS:	2,755
TOTAL ACTIVE CASES:	2,082

ANNUAL REPORT TEMPLATE

MMS EEO/AA Guidelines Annual Report Form

Pennington County Human Services is committed to complying with the Minnesota Merit System EEO/AA Guidelines, Bulletin No. 21-89-01 (Guidelines). Pursuant to the Guidelines the following information is submitted as the county's 2023 annual report:

1. Report of Discrimination Complaints brought by employees and applicants for employment.

a. Number of Discrimination Complaints: 0

b. List each type of Discrimination Complaint and status of resolution (do not list individual's names, employee ID numbers, or other identifying information):

1)

2)

2. Report recruitment activities conducted. Check the boxes for the diversity recruitment activity conducted and protected group (females, racial/ethnic minorities¹, persons with disabilities) community organizations contacted.

Career Services and/or DEI department of the following college: _____ (fill in blank)

CareerForce office in the following location: _____ (fill in blank)

Tribal Nation: _____ (fill in blank)

Participated in job fair or tabled at the following school, church, farmers market, etc.: _____ (fill in blank)

Other – fill in the name of the resource/activity here: _____

3. Report recruitment activities planned for coming year. Check the boxes for the diversity recruitment activity to conduct and protected group (females, racial/ethnic minorities, persons with disabilities) community organizations to contact.

Career Services and/or DEI department of the following college (find college at this [link](#)): Bemidji State Career Expo (fill in blank)

CareerForce office in the following location (find location at this [link](#)): _____ (fill in blank)

Tribal Nation (find nation at this [link](#)): _____ (fill in blank)

Participate in job fair or table at the following school, church, farmers market, etc.: _____ (fill in blank)

Other – fill in the name of the resource/activity here: _____

¹ As used throughout this document, the phrase "racial/ethnic minorities" means individuals who identify as: Black, Hispanic, Asian, Pacific Islander, American Indian, or Alaskan native. Minnesota Rules, part 9575.0010, subpart 34a.

3. Report workforce utilization and hiring goals for females, racial/ethnic minorities, persons with disabilities and action steps taken to achieve those goals.

a. Underutilization analysis was completed with Regional [statewide or regional?] data for all job categories using census data available on the Minnesota Department of Human Rights website.

b. Fill in the table below for current workforce utilization and hiring goals of females, racial/ethnic minorities, and persons with disabilities.

Job Categories	Current Utilization – Include # of Individuals							Hiring Goals [year]		
	Total Employees	Females	% Available	Racial/Ethnic Minorities	% Available	Persons w/Disabilities	% Available	Females	Racial/Ethnic Minorities	Persons w/Disabilities
Officials/Administrators	5	4	76.50							
Professionals	13	11	80.60						1	
Office/Clerical	5	5	78.60							
Technicians	14	11	89.20						1	
Skilled Craft										
Service Maintenance										

c. Provide a narrative on action steps taken to achieve goals and list goals that were achieved in this reporting year:

4. Report all staff training and other sessions conducted related to affirmative action and equal employment opportunity. List training and information sessions related to AA/EEO and dates activity conducted.

a. Safety Training

b. Sexual Harassment Training

c. Cultural Competency/Diversity Training = Which is continuing with a Internal Staff Committee.

5. This document has been reviewed and approved by the following MMS county/multi-county human service Agency Director or EEO/AA Designated Liaison:

Signature: _____ **Title:** _____

Print Name: _____ **Date:** _____

Pennington County Human Services
 Out Of Home Placement Costs
 Year Ending December 31, 2024 & 2023

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	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	YTD	YTD 2023	Change
Expense															
Foster Care	12,411.66	-	-	-	-	-	-	-	-	-	-	-	12,411.66	9,815.41	26.5%
Rule 4	-	-	-	-	-	-	-	-	-	-	-	-	-	1,271.00	-100.0%
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corrections	48,314.86	-	-	-	-	-	-	-	-	-	-	-	48,314.86	30,824.97	56.7%
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	60,726.52	-	60,726.52	41,911.38	44.9%										
Revenue															
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MH Recovery	5,579.46	-	-	-	-	-	-	-	-	-	-	-	5,579.46	15,917.31	-64.9%
4E Recovery	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NFC Settlement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	5,579.46	-	5,579.46	15,917.31	-64.9%										
Net Expense	55,147.06	-	55,147.06	25,994.07	112.15%										

2022 Totals	25,994.07	(34,836.53)	87,325.57	63,931.67	63,910.59	40,026.36	70,206.95	71,845.65	58,412.48	71,558.12	32,591.87	26,752.20
YTD Change	29,152.99	63,989.52	(23,336.05)	(87,267.72)	(151,178.31)	(191,204.67)	(261,411.62)	(333,257.27)	(391,669.75)	(463,227.87)	(495,819.74)	(522,571.94)

	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
Expense													
Foster Care	9,815.41	13,575.14	15,388.17	18,997.49	21,237.43	12,989.22	11,483.69	28,148.31	22,372.08	18,795.19	10,434.08	9,662.59	192,898.80
Rule 4	1,271.00	4,743.00	7,162.00	10,793.00	7,338.00	6,479.00	7,576.46	11,316.00	9,957.20	6,270.00	1,672.00	3,239.60	77,817.26
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	-	-	-	-	-	-	-	-	-	-	-	-	-
Corrections	30,824.97	-	71,976.09	39,335.23	42,180.16	35,769.29	59,297.51	59,630.53	33,170.77	53,191.93	48,434.79	29,162.00	502,973.27
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	41,911.38	18,318.14	94,526.26	69,125.72	70,755.59	55,237.51	78,357.66	99,094.84	65,500.05	78,257.12	60,540.87	42,064.19	773,689.33
Revenue													
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-
MH Recovery	15,917.31	8,060.67	7,200.69	5,194.05	-	15,211.15	8,150.71	6,733.19	7,087.57	6,699.00	(10.00)	15,311.99	95,556.33
4E Recovery	-	45,094.00	-	-	6,845.00	-	-	18,694.00	-	-	27,959.00	-	98,592.00
NFC Settlement	-	-	-	-	-	-	-	1,822.00	-	-	-	-	1,822.00
Totals	15,917.31	53,154.67	7,200.69	5,194.05	6,845.00	15,211.15	8,150.71	27,249.19	7,087.57	6,699.00	27,949.00	15,311.99	195,970.33
Net Expense	25,994.07	(34,836.53)	87,325.57	63,931.67	63,910.59	40,026.36	70,206.95	71,845.65	58,412.48	71,558.12	32,591.87	26,752.20	577,719.00

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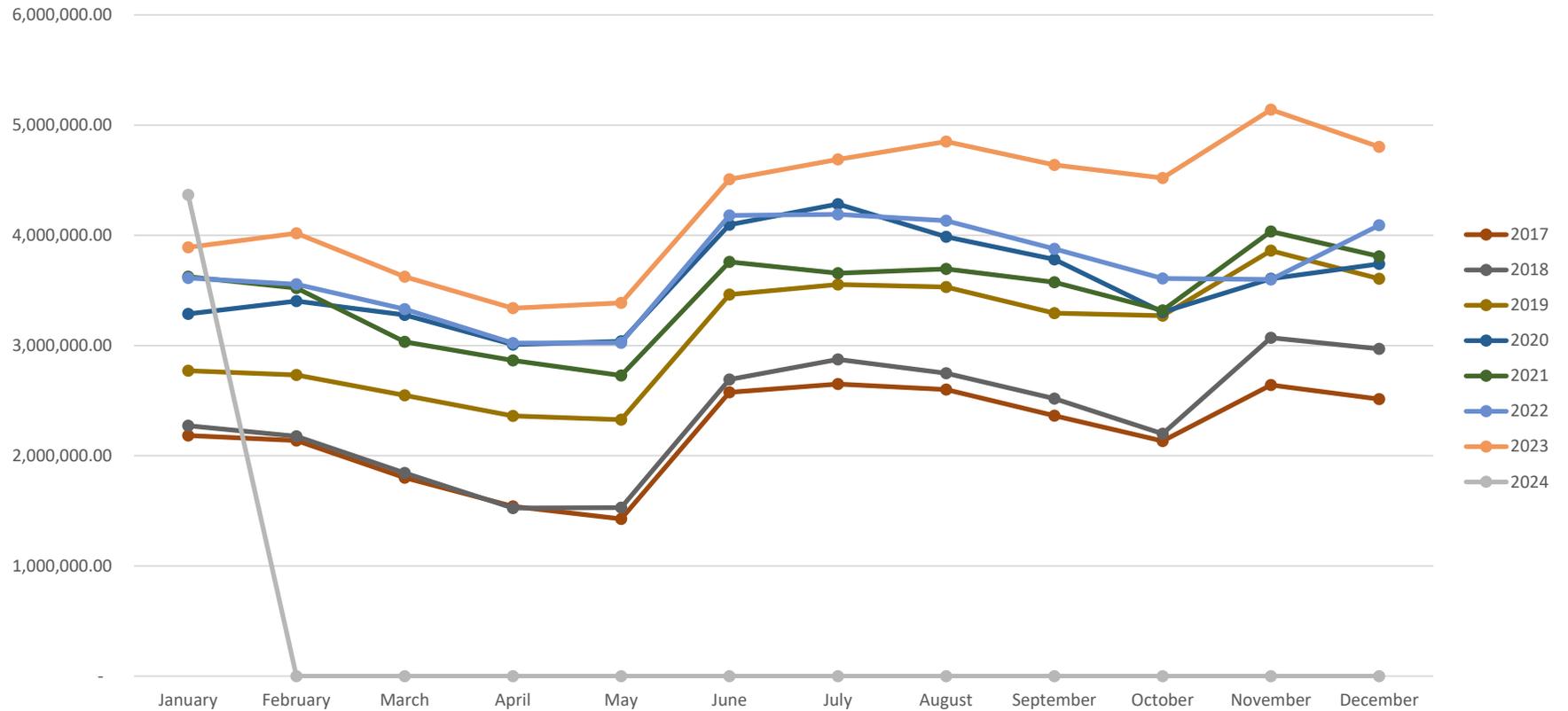
Human Service's Month End Balance

	2017	2018	2019	2020	2021	2022	2023	2024	% 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	4,368,802.80	79.15%
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	0.00	0.00%
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	3,624,644.30	0.00	0.00%
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	3,338,694.34	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	3,386,550.78	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	4,510,080.21	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	4,690,147.87	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	4,850,104.65	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	4,637,867.07	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	4,520,293.45	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	5,140,626.01	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	4,802,666.26	0.00	0.00%

Expense Budget 5,519,935.00

*****Fund balance should be at 42% of Annual Expenditures.

Human Services Cash Balance 2017-2024



Pennington County Human Services
Emergency Assistance/Emergency General Assistance
Emergency Requests Related to Potential Evictions/Housing and Utilities
January-24

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
x157564	12/28/2023	701665	eviction	unemployed	1	\$1,000.00	Approved for 2 months rent due to eviction. Client paid \$300 for 2 months	1/10/2024
X157539	12/18/2023	2294590	eviction	2 adults - both employed PT	1	\$1,000.00	Approved for rent due to eviction. Client paid \$730.	1/22/2024
x157564	1/29/2024	714696	eviction	1 adult self employed	1	\$710.00	Approved \$710.to go towards past due rental amount for January	1/31/2024
TOTAL						EA	\$2,710.00	
						EGA	\$0.00	

Denials

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157019	11/27/2023	2481743	Propane	2 adult - 1 employed	3	unknown	EA denied -not cost effective, HH paying for 2 properties	1/2/2024
X157535	12/1/2023	2264094	EVICTION	1 ADULT - UNEMPLOYED	0	EVICTION	EGA DENIED NOT COST EFFECTIVE	1/2/2024
x157540	12/4/2023	869077	Facing homelessness	1 adult - unemployed	0	Unknown	EGA denied - no verification of emergency. Case pended 30 days.	1/3/2024
X157564	12/7/2023	2464612	unsure	2 adult - 0 employed	1	Unknown	EGA denied - no verification of emergency. Case pended 30 days.	1/5/2024
x157540	12/8/2023	2626502	None	3 adults - 1 unemployed, 2 unknown	1	None	EGA denied - no emergency, case pended 30 days.	1/8/2024

x157540	12/11/2023	1900684	Rent/utilities	1 adult - employed PT	0	Unknown	EGA denied, no proof of emergency, case pended 30 days.	1/10/2024
x157540	12/12/2023	2247810	Homeless	1 adult - unemployed	0	None	EGA denied, no emergency, case pended 30 days.	1/11/2024
x157540	12/15/2023	894141	Mortgage	1 adult - unemployed, is staying with friends, their income sources are unknown.	0	\$1800+	EGA denied - not cost effective, client has no source of income - her home is being foreclosed on.	1/4/2024
X157019	12/20/2023	486212	unknown	2 adults	0	unknown	EA denied - client under the control of penal system, client over income guidelines	1/16/2023
x157564	12/27/2023	2460014	rent	1 adult - unemployed	1	6 months behind on rent. HUD pays \$750 per month. Client owes \$160 per mo	EGA denied - not cost effective, client has no source of income.	1/5/2023
x157540	12/27/2024	2603530	None	1 adult - unemployed	0	None	EGA denied - no emergency, case pended 30 days.	1/26/2024
x157540	1/8/2024	1978203	None	1 adult - employed but in treatment	0	None	EGA denied - client withdrew application.	1/19/2024