

Pennington County Human Service Committee

Meeting Agenda

February 18, 2025

12:00 pm

Members Present

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

Section A

- I. Minutes: Review of 01/21/2025 HSC Meeting minutes
- II. Personnel:
 - A. Update on MSHO/Elderly Wavier Social Worker
- IV. General:
 - A. To approve and re-authorize the Pennington County Pre-Petition Screening Team and the list of screeners as presented.
 - B. Letter from DHS Commissioner Jodi Harpstead, commending the Agency and Staff for Perfect Performance in meeting all DHS Human Services financial reporting requirements for CY 2023.
 - C. Proposed Cost Shift to Counties
 - D. Northwest Minnesota Multi-County Housing Redevelopment Authority.
 - E. Pennington County Statewide Affordable Housing Aid Policy -2025
 - 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:

03/18/2025
12:00 pm

04/15/2025
12:00 pm

05/20/2025
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, January 21, 2025, at Pennington County Human Services in the Government Center.

COMMITTEE MEMBERS PRESENT:

Roy Sourdif
Neil Peterson
Bruce Lawrence
Dave Sorenson
Seth Nelson

STAFF MEMBERS PRESENT:

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

COMMITTEE RE-ORGANIZATION: Elections for CY 2025 Committee Chair and Vice-Chair were conducted. Commissioner Roy Sourdif was elected Committee Chair and Commissioner Dave Sorenson was elected Committee Vice- Chair.

SECTION A

I. MINUTES:

- A. The December 17, 2024, 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.

III. GENERAL:

- A. The Director presented the 2025-2027 Child Welfare opiate allocation-agency plan. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- B. The Director presented an update on the Lutheran Social Services contract.
- C. The Director presented the Minnesota Department of Human Services County Grant Contract for Respite Care Services for Children and their Families. This contract is for CY 2025-2027. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agen
- D. The Out-of-Home Cost Report through December 2024 was presented for Review.
- F. Month's end cash balance for December 2024 stand at \$4,935,928.28

SECTION B

- I. No Social Service cases were presented for special case review.
- II. The Director presented the Emergency Assistance/Emergency General Assistance December 2024 report of activity. The Director also reported the Income Maintenance open case count stands at 2,027.
- 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: February 18, 2025, at 12:00 p.m.

Pennington County Pre-Petition Screening Team 2025

Julie Sjostrand	Human Services
Judy Graff	Human Services
Elizabeth Gerhart	Human Services
Mitch Anderson	Human Services
Marcie Wallace	Human Services
Janelle Martin	Human Services
Josh Hanson	Human Services
Seth Vetteson	County Sheriff
Melissa Larson	Sheriff's Department
Brittany Bimler	Sanford Health
Kayla Jore	Public Health



Minnesota Department of Human Services
Elmer L. Andersen Building
Commissioner Jodi Harpstead
Post Office Box 64998
St. Paul, Minnesota 55164-0998

January 30, 2025

Mr. Seth Nelson
Chair, Pennington Board of Commissioners
PO Box 616
Thief River Falls, MN 56701

Re: Calendar Year 2023 Financial Reporting

Dear Commissioner Nelson:

It is my pleasure to commend you and your staff for perfect performance in meeting the Department of Human Services (DHS) financial reporting requirements for calendar year 2023. All key quarterly fiscal reports for programs your county participates in were submitted to our Financial Operations Division on or before the report deadlines in perfect order. This effort required submission of 32 major reports covering the four calendar quarters of 2023. These reports are:

- | | |
|--|---------------------------------|
| Local Collaborative Time Study (LCTS)* | Income Maintenance Expense |
| MFIP Consolidated Fund | Social Service Fund |
| Client Statistics | Title IV-E |
| SEAGR | BRASS-Based Grant Fiscal Report |

*If your county participates in a "local collaborative", submission of this report may require the collection of multiple local partner reports for consolidated submission to DHS.

I know this accomplishment requires planning, an efficient operation, and teamwork within your county Human Service Department. The result is timely revenue for your county and compliance with federal reporting for us at the State. Please congratulate your management and staff on this superb effort.

Sincerely,

A handwritten signature in black ink that reads 'Jodi Harpstead'.

Jodi Harpstead
Commissioner

Cc: Juie Sjostrand, Pennington County Director

Julie Sjostrand

From: Charity <charity@nwmnhra.org>
Sent: Thursday, January 16, 2025 2:34 PM
To: Julie Sjostrand
Cc: Heather
Subject: FW: SAHA

Follow Up Flag: Follow up
Flag Status: Flagged

See below- to clarify this would be the 3rd payment to the HRA....

From: Heather <heather@nwmnhra.org>
Sent: Thursday, January 16, 2025 2:32 PM
To: Charity <charity@nwmnhra.org>
Subject: RE: SAHA

This would be the 3rd payment, received \$93,489 in June 2024 and \$46,744.50 in Sept 2024.

From: Charity <charity@nwmnhra.org>
Sent: Thursday, January 16, 2025 2:19 PM
To: jasjostrand@penningtonmn.gov
Cc: Heather <heather@nwmnhra.org>
Subject: SAHA

Hi Julie!

Yes, the HRA graciously accepts the 2nd payment of 2024 Pennington Co. aid (SAHA) -\$39,000 for HRA's Pennington Co. down payment assistance program.

Thank you!



Charity Brault, Executive Director

NW MN Multi-County HRA
205 Garfield Avenue, Mentor, MN 56736
Phone: Office 218-637-2431 Direct 218-309-0047
Email: charity@nwmnhra.org

nwmnhra.org [Facebook](#)

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Pennington County Emergency Rental Assistance Policy

Effective: 1/1/2025

Legal Authority

Minnesota Dept of Revenue – Statewide Affordable Housing Aid - SAHA

Background

Statewide Affordable Housing Aid was created by the 2023 Legislature.

Statewide Affordable Housing Aid helps counties, tribal governments, and greater Minnesota local governments develop and preserve affordable housing within their jurisdictions to keep families from losing housing and to help those experiencing homelessness find housing.

Aide Allowance and Use of Aid

Funds distributed under this aid program must be spent on a qualifying project, which includes Emergency Rental Assistance.

Pennington County Social Services may request additional funding for Emergency Rental Assistance through the Statewide Affordable Housing Aid from the Pennington County Board of Commissioners, if determined necessary.

Deadline: Funds must be spent by December 31 of the fourth year after the aid was received.

Pennington County SAHA Emergency Rental Assistance Plan

Pennington County SAHA Emergency Rental Assistance Plan as defined in this plan will serve all Pennington County residents with household income at less than 80% of area median income as determined by the United States Department of Housing and Urban Development (HUD).

The Pennington County SAHA Emergency Rental Assistance Plan is available only to the extent that funding for the program is available through the County's designated portion of the Statewide Affordable Housing Aid. A waiting list will not be established.

Pennington County may apportion annual funding over the year by establishing monthly or quarterly expenditure limits.

Pennington County SAHA Emergency Rental Assistance funds will be issued by Pennington County Social Services. The director of Pennington County Social Services may adjust the monthly or quarterly distributions or eligibility factors dependent upon current expenditure patterns with the goals of allowing full year funding and expending the monies allocated for Statewide Affordable Housing Aid.

Emergency Rental Assistance Need Defined

An emergency is defined as the loss of shelter and poses a direct, immediate threat to the physical health and safety of an individual. The Emergency Rental Assistance payment is limited to a maximum of one (1) month of rent, up to \$1500.00 maximum in a calendar year. In extreme circumstances, as determined by the County, a variance from the maximum can be approved by the Director of Pennington County Social Services or the Director's designee.

Pennington County SAHA Emergency Rental Assistance Plan may be used to pay for the following:

- Rent payments
- Rental deposit

Pennington County SAHA Emergency Rental Assistance Plan is not available to pay:

- Garage rental
- When a landlord would accept a payment plan to alleviate any arrears.
- Any costs determined inconsistent with this plan

Applicants will be referred to other available resources to assist with emergency needs not covered by Pennington County SAHA Emergency Rental Assistance Plan.

Eligibility Factors

To be eligible for Emergency Rental Assistance, an assistance unit must meet *ALL* the following conditions:

- Unit must meet a 90-day county residency requirement. There are no exceptions to the 90-day residency requirement.
- In the month of application, the gross income of the assistance unit must not be in excess of 80% of area median income as determined by the United States Department of Housing and Urban Development.
- Liquid asset limit is \$3000.00
- Emergency Rental Assistance Plan payments, if approved, in combination with other available community resources, must be able to resolve the emergency.
- The assistance unit must verify that they have applied with the local CAP agency (Inter-County Community Council)
- At least one (1) unit member must meet the citizenship requirements as defined in the DHS Combined Manual, 0011.03 (Citizenship & Immigration Status).
- The adult(s) in the assistance unit must have paid a minimum of 10% of their countable net income in the prior 30 days from the date of the application for shelter & utility expenses OR if the client has not met the 10%, they can have the opportunity to make a payment of 10% of their net income towards a shelter or utility expense. Payments made by other agencies or individuals on behalf of the adult(s) are not counted towards the 10%.

**Countable income* is defined as all gross earned and unearned income received by all unit members of the household less the following deductions: Federal, state, or local taxes withheld from wages; current child support payments obligated and paid to children living outside of the household; health & dental insurance payments; other mandatory payroll deductions, except garnishments; childcare payments made for children living with and included in the household.

Application Process

Before an assistance unit can receive Emergency Rental Assistance, the primary unit member(s) or their authorized representative must complete an application and meet eligibility requirements. 'Application' refers to the SAHA Emergency Rental Assistance Application (see copy attached). Application must be signed. The date of application is the date that a signed application is received by Pennington County Social Services. The eligibility period begins the date the signed application is received by Pennington County Social Services.

The county must process the application upon receipt of all necessary information and verifications in time to avert the emergency, but no later than 30 days from the date the application was received. The county may take an additional 30 days if necessary to obtain information needed to resolve the emergency, and the delay is not caused by the applicant's refusal to cooperate in obtaining the information, and if the emergency can still be averted during the additional 30-day timeframe.

The application process includes the following steps:

- A person contacts the county agency
- The county agency advises the person of his or her right to file an application, tells the person how and where to apply, and, if necessary, assists the person with the application.
- A person files an application
- The county agency evaluates the application for emergency need.
- The county agency conducts a face-to-face or telephone interview
- The applicant provides required verifications.
- The county agency determines eligibility and the begin date of eligibility.
- The county agency notifies the applicant of eligibility or ineligibility.

Interview Process

Applicants for Emergency Rental Assistance, or their authorized representative, are required to attend a face-to-face or telephone interview. During the interview:

- Applicants will be informed of their responsibilities and rights.
- Information on the application will be reviewed and checked to make sure it is complete.
- Program eligibility requirements, benefits, processing standards, and payment methods will be explained.
- Available verifications will be reviewed and client consent for 3rd party verifications, as needed, will be obtained.

If Pennington County has a completed application signed by the client and the client misses the initial interview and makes no further contact with the county agency regarding the Emergency Rental Assistance request, a denial notice will be sent by the 10th day after the date of the scheduled interview. If the client contacts the county agency before the end of the 30-day processing period, the application will be reinstated effective the date the signed and dated application was received by the county.

Required Verifications

An applicant for Emergency Rental Assistance must provide the following verifications that apply to their emergency:

- County residence
- Identity of all unit members
- Social Security number for all unit members
- The cost of alleviating the emergency. Examples of verifications include eviction notices, letter from landlord, etc.
- Landlord/tenant vendor information
- Rent and utility payments made in the month of application or prior 30 days.
- Past 30 days of income from the date of application
- Deductions from countable income
- Assets, if applicable
- Immigration status, if applicable

Determining the Amount of Emergency Rental Assistance

- Determine the minimum amount needed to resolve the unit's emergency
- Determine if other public or private aid is available.
- Pennington County will consider Emergency Rental Assistance for needs that accrue before the 30-day eligibility period only when the county agency determines it is necessary to resolve emergencies arising or continuing during the 30-day period of eligibility.
- Pennington County staff must try to resolve the unit's emergency situation in the most cost-effective manner.
- Pennington County will not make an Emergency Rental Assistance payment in excess of \$1500.00

Payment Method

Emergency Rental Assistance payments will be issued *only* by vendor payments.

Deviations

Pennington County Social Services Director or Director's designee may deviate from this plan and approve an emergency if it is deemed necessary.

Approved By

Pennington County Board of Commissioners, Chairperson

Date

Pennington County Social Services, Director

Date

Pennington County Human Services
 Out Of Home Placement Costs
 Year Ending December 31, 2025 & 2024

SS

SS

	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	YTD	YTD 2024	Change
Expense															
Foster Care	3,145.26												3,145.26	14,509.12	-78.3%
Rule 4													-	-	
Rule 8													-	-	
Rule 5	12,399.05												12,399.05	-	
Corrections	19,146.58												19,146.58	48,314.86	-60.4%
Adoption Aid													-	-	
Totals	34,690.89	-	-	-	-	-	-	-	-	-	-	-	34,690.89	62,823.98	-44.8%
Revenue															
Reimburse													-	-	
MH Recovery	3,266.05												3,266.05	5,579.46	-41.5%
4E Recovery													-	-	
NFC Settlement													-	-	
Totals	3,266.05	-	-	-	-	-	-	-	-	-	-	-	3,266.05	5,579.46	-41.5%
Net Expense	31,424.84	-	-	-	-	-	-	-	-	-	-	-	31,424.84	57,244.52	-45.10%

2023 Totals 57,244.52 49,879.06 67,169.93 81,595.18 49,198.49 70,938.37 52,730.26 59,000.52 40,103.55 51,887.09 40,643.74 53,176.03

YTD Change (25,819.68) (75,698.74) (142,868.67) (224,463.85) (273,662.34) (344,600.71) (397,330.97) (456,331.49) (496,435.04) (548,322.13) (588,965.87) (642,141.90)

	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
Expense													
Foster Care	14,509.12	15,695.88	11,208.21	11,012.25	9,771.75	10,842.54	10,414.56	8,870.93	6,442.67	3,038.40	4,536.83	3,043.80	109,386.94
Rule 4	-	1,103.60	2,064.80	-	1,560.90	2,885.30	-	1,419.00	476.00	-	-	-	9,509.60
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	-	-	-	-	-	6,185.14	8,650.50	22,779.65	17,877.70	17,699.50	-	35,178.70	108,371.19
Corrections	48,314.86	46,385.58	65,215.38	77,092.30	49,283.30	56,604.85	46,683.94	39,800.31	21,351.59	32,687.27	38,341.58	21,440.40	543,201.36
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	62,823.98	63,185.06	78,488.39	88,104.55	60,615.95	76,517.83	65,749.00	72,869.89	46,147.96	53,425.17	42,878.41	59,662.90	770,469.09
Revenue													
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-
MH Recovery	5,579.46	-	5,579.46	6,509.37	5,579.46	5,579.46	13,018.74	6,509.37	6,044.41	1,538.08	2,234.67	1,890.87	60,063.35
4E Recovery	-	13,306.00	-	-	5,838.00	-	-	7,360.00	-	-	-	4,596.00	31,100.00
NFC Settlement	-	-	5,739.00	-	-	-	-	-	-	-	-	-	5,739.00
Totals	5,579.46	13,306.00	11,318.46	6,509.37	11,417.46	5,579.46	13,018.74	13,869.37	6,044.41	1,538.08	2,234.67	6,486.87	96,902.35
Net Expense	57,244.52	49,879.06	67,169.93	81,595.18	49,198.49	70,938.37	52,730.26	59,000.52	40,103.55	51,887.09	40,643.74	53,176.03	673,566.74

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	2024	2025	% 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	4,637,333.31	77.92%
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	4,391,391.39	0.00	78.32%
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	4,140,708.64	0.00	73.85%
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	3,814,053.11	0.00	68.03%
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	3,646,747.76	0.00	65.04%
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	4,640,679.57	0.00	82.77%
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	4,898,652.24	0.00	87.37%
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	4,894,959.57	0.00	87.30%
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	4,535,101.45	0.00	80.89%
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	4,253,349.62	0.00	75.86%
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	5,006,519.16	0.00	89.29%
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	4,935,928.28	0.00	88.04%

Expense Budget

5,606,750.00

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

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Jan-25**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	32	61	23	38	Minnesota Family Investment Program
DWP	4	9	4	5	Diversionsary Work Program
GA	44	44	44	0	General Assistance
GRH	44	44	44	0	Group Residential Housing
MSA	48	48	48	0	Minnesota Supplement Aid
EA	1	2	1	1	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
TOTAL	173	208	164	44	

SNAP/Food					
SNAP	605	,199	716	483	Supplemental Nutrition Assistance Program
TOTAL	605				

Health Care					
MA (MAXIS)	480	488	421	67	Medical Assistance
IMD	1	1	1	0	Institute for Mental Disease
QMB	249	250	250	0	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	58	59	59	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	23	25	25	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	958				Medical Assistance (as of _____).
MCRE (METS)	64				MinnesotaCare (as of _____).
TOTAL	1,833	823	756	67	

TOTAL ACTIVE PROGRAMS:	2,611
TOTAL ACTIVE CASES:	2,000

**Pennington County Human Services
Emergency Assistance/Emergency General Assistance
Emergency Requests Related to Potential Evictions/Housing and Utilities
January-25**

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
x157564	1/17/2025	2417607	eviction	1 adult employed	1	\$1,066.00	EA approved for \$1066 for eviction	1/28/2025
TOTAL						EA	\$1,066.00	
						EGA	\$0.00	
Worker	Date			Status	Children	Purpose	Action	Action
x157540	12/18/2025	2659950	Past due rent	1 adult - employed	0	0	EGA denied, case pended client has enough resources to resolve her own emergency.	1/17/2025
x157539	12/18/2024	2146488	past due rent	2 adults - part time employment for both	2	2500	EA denied, case pended 30 days, verif of emergency not received, client stated emergency resolved by ICCC.	1/17/2025
x157564	12/27/2024	2705909	eviction	2 adults - 1 working	2	\$1,960	No verifications of income, shelter and utility costs Let pend 30 days.	1/27/2025
x157540	12/27/2024	1532762	eviction	1 adult - working	0	\$5,761	EGA denied, incomplete application.	1/28/2025
x157540	1/7/2025	1596074	None	1 adult - unemployed	0	None	EGA denied, client has no emergency, she is in a GRH/HS facility.	1/29/2025
x157564	1/13/2025	2368531	past due utilities	2 adults - 1 working	3	433	Not an emergency by definition	1/21/2025
x157540	1/14/2025	2177476	Utilities	1 adult - employed, FT student	0	Unknown	EGA denied, client resolved her own emergency.	1/29/2025
x157019	12/31/2024	1800917	unknown	3 adults - 2 unemployed, 1	2	unknown	EGA denied, no known emergency	1/30/2025