

Pennington County Human Service Committee

Meeting Agenda

April 15, 2025

12:00 pm

Members Present

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

Section A

- I. Minutes: Review of 03/18/2025 HSC Meeting minutes
- II. Personnel:
 - A. Update on Licensor/Children's Mental Health Social Worker
 - B. Child Protection Social Worker
- IV. General:
 - A. CY 2026 Every Student Succeeds Act:(ESSA) Service Agreement Between Thief River Falls Public Schools.
 - B. Needs Determination for Rise Adult Day Services in Thief River Falls.
 - 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:

05/20/2025
12:00 pm

06/17/2025
12:00 pm

07/15/2025
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, March 18, 2025, at the Pennington County Justice Center.

COMMITTEE MEMBERS PRESENT:

Seth Nelson
Neil Peterson
Dave Sorenson
Bruce Lawrence
Roy Sourdif

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Stacy Anderson
Tammy Johnson
Mitch Anderson

SECTION A

I. **MINUTES:**

The February 18, 2025, 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 Licensors/Children's Mental Health Social Worker.

III. **GENERAL:**

- A. CY 2024-2026 State-County Civil Rights Assurance Agreement and this agency 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 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.
- C. The Director presented the Child Welfare opiate allocation Agency annual report. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- D. CY 2025 Clinical Supervision Purchase of Service Agreement between Jennifer Manning and this agency was presented for consideration. The proposed rate will be \$165.00/ Hour. The Director recommends the purchase agreement. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- E. The Out-of-Home Cost Report through February 2025 was presented for Review.
- F. The month's end cash balance February 2025 stands at \$ 4,512,156.56.

SECTION B

- I. No Social Service cases were presented for special case review.
- II. Tammy Johnson, Eligibility Supervisor, presented the Emergency Assistance/Emergency General Assistance February 2025 report of activity. She reported the Income Maintenance open case count stands at 2005.
- 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: April 15, 2025, at 12:00 p.m.

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

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	37	75	29	46	Minnesota Family Investment Program
DWP	2	4	2	2	Diversory Work Program
GA	52	52	52	0	General Assistance
GRH	41	41	41	0	Group Residential Housing
MSA	49	49	49	0	Minnesota Supplement Aid
EA	1	2	1	1	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
TOTAL	182	223	174	49	

Food					
SNAP	612	,215	726	489	Supplemental Nutrition Assistance Program
TOTAL	612				

Health Care					
MA (MAXIS)	471	480	409	71	Medical Assistance
IMD	1	1	1	0	Institute for Mental Disease
QMB	238	239	239	0	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	58	59	59	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	24	26	26	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	979				Medical Assistance (as of).
MCRE (METS)	66				MinnesotaCare (as of).
TOTAL	1,837	805	734	71	

TOTAL ACTIVE PROGRAMS:	2,631
TOTAL ACTIVE CASES:	2,023

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

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157019	2/19/2025	247964	Utility	unemployed - recv'd RSDI & chlid support	1	\$582.89 - utilities	EA of \$582.89 approved for utilities	3/19/2025
TOTAL						EA	\$582.89	
						EGA	\$0.00	

Denials

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157019	2/11/2025	1551534	unknown	1 adult - unemployed, recv'g UI	4	unknown	denied EA - no verifs provided	3/13/2025
X157539	2/26/2025	960635	Shelter	1 adult - full time	1	\$995	denied EA - no verifs provided	3/28/2025
x157540	2/26/2025	1938675	None	1 adult - employed FT in 2/2025, unemployed 3/2025	0	None	EGA denied, no emergency, application pended 30 days.	3/28/2025

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	10,171.02	7,678.28										20,994.56	41,413.21	-49.3%
Rule 4													-	3,168.40	-100.0%
Rule 8													-	-	
Rule 5	12,399.05	9,475.46	8,558.48										30,432.99	-	
Corrections	19,146.58	29,738.16	33,404.00										82,288.74	159,915.82	-48.5%
Adoption Aid													-	-	
Totals	34,690.89	49,384.64	49,640.76	-	-	-	-	-	-	-	-	-	133,716.29	204,497.43	-34.6%
Revenue															
Reimburse													-	-	
MH Recovery	3,266.05	1,890.87											5,156.92	11,158.92	-53.8%
4E Recovery													-	13,306.00	-100.0%
NFC Settlement													-	5,739.00	-100.0%
Totals	3,266.05	1,890.87	-	-	-	-	-	-	-	-	-	-	5,156.92	30,203.92	-82.9%
														-	
Net Expense	31,424.84	47,493.77	49,640.76	-	-	-	-	-	-	-	-	-	128,559.37	174,293.51	-26.24%

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)
 (28,204.97)
 (45,734.14)
 (127,329.32)
 (176,527.81)
 (247,466.18)
 (300,196.44)
 (359,196.96)
 (399,300.51)
 (451,187.60)
 (491,831.34)
 (545,007.37)

	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
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271.8
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1368.65

1479.63
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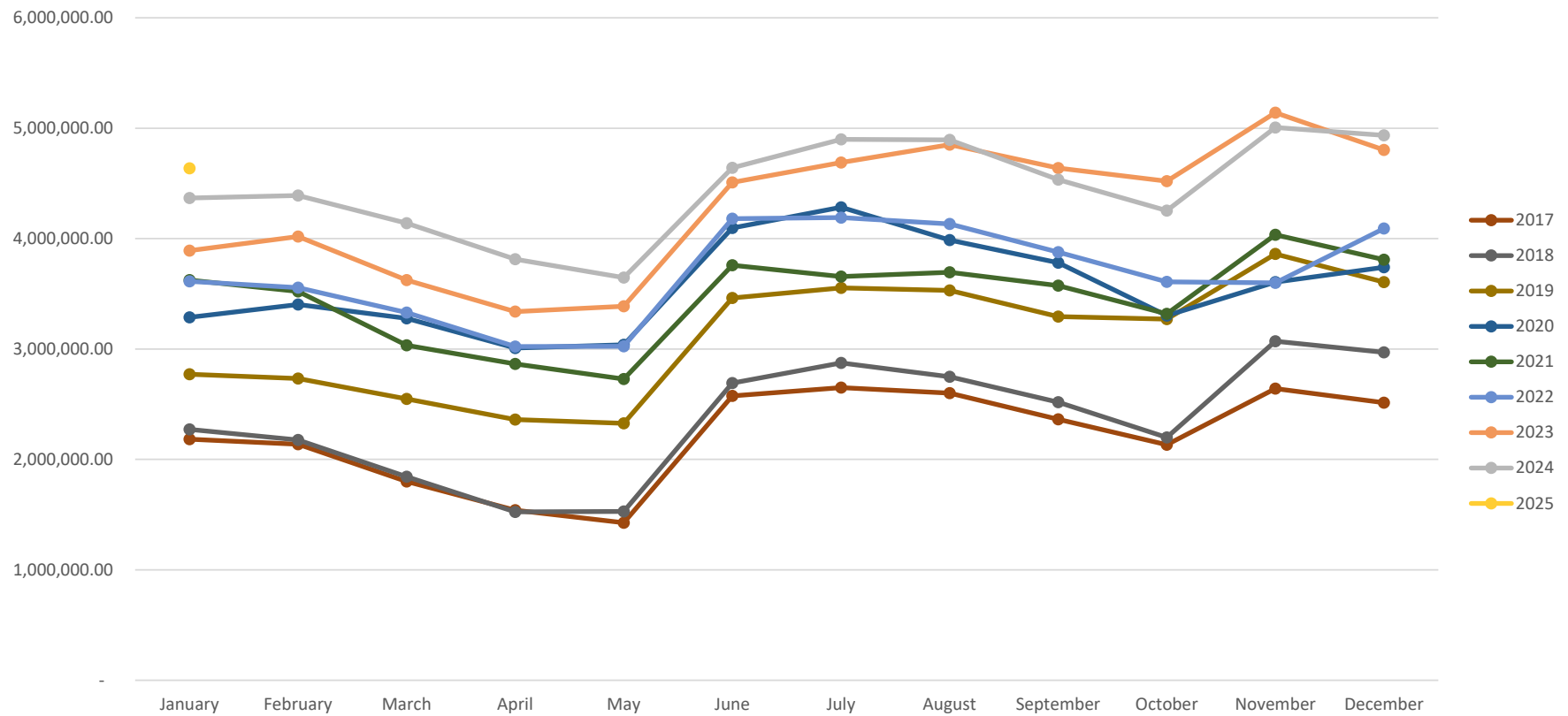
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Human Service's Month End Balance

	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	82.71%
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	4,512,156.56	80.48%
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	4,265,549.91	76.08%
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	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	3,646,747.76	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	4,640,679.57	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	4,898,652.24	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	4,894,959.57	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	4,535,101.45	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	4,253,349.62	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	5,006,519.16	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	4,935,928.28	0.00	0.00%
Expense Budget								5,606,750.00		

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

Human Services Cash Balance 2017-2025



**PURCHASE OF SERVICE AGREEMENT FOR THE TRANSPORTATION
OF CHILDREN AND YOUTH IN FOSTER CARE PLACEMENT**

This Agreement is entered into by and between Thief River Falls Public Schools ISO# 564 (hereinafter referred to as the district) and Pennington County Human Services, hereinafter referred to as **Pennington County**

WHEREAS the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS the term foster care is defined as 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions and pre-adoptive homes. This definition is consistent with the Fostering Connections Act (45 CFR 1355.20).

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act, the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded, including the use of child welfare funding to cover costs for such transportation provided by the District. The District and **Pennington County** agree to share the costs of the transportation. This agreement outlines the developed agreement about shared costs of transporting youth in foster care to and from school.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. **TERM:**

The term of this Agreement shall be in effect from July 1, 2025 -June 30, 2026.

2. **EDUCATIONAL PLACEMENT DECISIONS:**

Pennington County is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and educational continuity for the child, unless contrary to the child's best interests. **Pennington County** and/or representative of the school in which the child is currently enrolled will work with the **Pennington County** foster care contact to determine, based on the child's best interest, whether the child should remain in the school of origin or consider a transfer to the local zoned school for the child's new residence.

If **Pennington County** is considering moving a child to a new educational placement, **Pennington County** will have a phone consultation with the school contact prior to gathering input about the best interests of the child in relation to their school placement. **Pennington County** and the **Superintendent of Schools** will work collaboratively to inform this school placement decision-making process. The school will provide information about the appropriateness of the child's current educational placement. **Pennington County** shall take into consideration this information and other best interest factors found in paragraph three in making educational decisions. The **Superintendent of Schools** and /or a representative(s) of the school in which the child is enrolled will be asked to participate in the meeting, either by phone or in person. **Pennington County** will identify a point of contact from the agency to work directly with the **Superintendent of Schools** to ensure a smooth transition.

3. BEST INTEREST FACTORS:

When considering placement, the following best interest factors should be considered:

- The student's age
- The school attended by the student's siblings
- Length of time student is expected to remain at the current placement and the possible location of housing intended to be long-term
- Distance of commute and the impact it may have on the student's education and other student-centered, transportation-related factors, including travel time
- The preferences of the student, the birth parents or prior custodians as appropriate, and the student's foster care parent(s) or current placement provider
- School stability and educational continuity
- Time remaining in the academic year
- Personal safety, attendance, academic progress and social involvement of the students in the current school
- The impact transferring the student to a new school may have on his or her needs and progress academically, emotionally, socially and physically
- Availability of classes to avoid credit loss and for timely graduation or promotion
- Documentation of the best interest determination shall be maintained in the **Pennington County** case file and student's cumulative record.

4. SERVICES

Transportation Services will be provided by the District in the following manner:

- a. Students who are able to be transported to school on an existing route: When feasible, students placed in foster care will be transported to school on an existing bus route. Feasibility considerations will include the location, length of bus ride, space available on the route and availability of any needed accommodations. District will cover the associated costs.
- b. Students who have an IEP indicating the need for specialized transportation: If students are residing and attending school within the District, the District will assume costs required for transporting the student to school. District will cover the associated costs.

- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care near an existing route, the District will negotiate with **Pennington County** to determine the best possible means of transportation. The District and **Pennington County** will share the transportation costs identified in Section Sa.
- d. Students residing in a foster care placement outside of District boundaries, but attending a District School: If students are residing in a foster care placement outside of District boundaries, but are attending school within the district, transportation will be arranged by the district. The district will negotiate with Pennington County to determine the best possible means of transportation. The District and Pennington County will share the transportation costs identified in Section Sa.
- e. Students placed in foster care within District and attending a non-ISD 564 Area School: The District will bear no financial responsibility for this student. **Pennington County** and the School District where the student attends are expected to make arrangements for transportation and the associated costs.

5. PAYMENT FOR SERVICES:

- a. The District and **Pennington County** agree to split the costs of the transportation described in Section 4c and 4d, including but not limited to staff time and third-party carriers as appropriate. Mileage reimbursement is to be set at the current IRS rate. All transportation costs identified in this agreement are to be split equally; the District and the **Pennington County** agree to each assume/pay 50% of the costs.
- b. **Pennington County** has identified the agency's Social Services Supervisor as the point of contact from the agency to work directly with the Superintendent to ensure transportation arrangements are timely and authentic. All transportation requests are to be requested through the **Pennington County** point of contact to be honored.
- c. Transportation services will be provided by the district and its contracted transportation providers, when possible. If due to driver or vehicle unavailability, **Pennington County** will be responsible for transportation of the student placed in foster care.
- d. **Pennington County** will compensate the district for transportation provided outside of the district pursuant to this agreement at the rate billed to the district by the private transportation company. Copies of the invoices from the private transportation company will be provided to **Pennington County**.
- e. The district will submit itemized invoices to the **Pennington County** contract on a quarterly basis. The invoices will detail each trip provided by the district, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice.
- f. In situations where transportation is being funded by **Pennington County**, the **Pennington County** point of contact will notify the Superintendent when foster care placements end.

6. DISPUTE RESOLUTION:

It is the responsibility of **Pennington County** and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care. **Pennington County** and the **District** will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would *result* in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within 24 hours.
2. Upon receiving the explanation, the decision will be reviewed by the **District** and the **Social Services Supervisor and Director of Human Services of Pennington County**. Input will be reviewed from all parties and a decision by the **Social Services Supervisor or Director of Human Services** will be communicated within three business days. A decision could be made to uphold the decision, or to reverse the decision.
3. **Pennington County** will determine the placement of the child until the dispute resolution process has concluded. During this time the transportation costs will be divided equally between the **District** and **Pennington County**.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education and Department of Human Services will be requested.

7. PROVIDER NOT AN EMPLOYEE:

It is agreed by the parties that at all times and for all purposes herein, District and its subcontractors are independent providers and not employees of **Pennington County**. No statement contained in this Agreement shall be construed so as to find the district shall be entitled to none of the rights, privileges, or benefits of **Pennington County** employees except as otherwise stated herein.

8. INDEMNIFICATION:

Each party shall be liable for its own acts and the acts of its representatives to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, employees or volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

9. TERMINATION OF CONTRACT:

Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party at the following respective address:

Thief River Falls Public School District ISD #564
230 LaBree Avenue South
Thief River Falls, MN 56701

Pennington County Human Services
P.O. Box 340
Thief River Falls, MN 56701

10. STANDARDS:

The **District** and **Pennington County** shall comply with all applicable State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

11. DATA PRACTICES:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the **District or Pennington County** because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

12. AMENDMENTS:

This agreement may be supplemented, amended or revised only in writing by agreement of both parties.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates written below.

COUNTY OF Pennington County

STATE OF MINNESOTA

Pennington County

BOARD OF COMMISSIONERS

BY: _____

Roy Sourdif

CHAIRPERSON

DATED: _____

ATTESTED TO:

BY: _____

Julie Sjostrand

COUNTY HUMAN SERVICES DIRECTOR

DATED: _____

THIEF RIVER FALLS SCHOOL DISTRICT

ISD 564

BY: _____

Ryan Walseth

SCHOOL BOARD CHAIR

DATED: _____

BY: _____

Dr. Chris Mills

SUPERINTENDENT

DATED: _____