

Pennington County Human Service Committee

Meeting Agenda

January 20, 2026

12:00 p.m.

Members Present

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

Section A

- I. Committee Reorganization:
- II. Review of 12/16/2025 HSC Meeting minutes
- III. Personnel:
 - A. Update on Child Protection/Social Worker Position

- IV. General:
 - A. CY 2026 Whole-of-State Service Agreement and Work Order Contract with the State of Minnesota (MNIT)
 - B. Northwest Minnesota Multi-County Housing Redevelopment Authority
 - C. DHS's Merit System Equal Employment Opportunity and Affirmative Action guidelines
 - D. Tri-Valley Public Transportation Services Agreement Revised 2026
 - E. Out-of-Home Cost Report
 - F. Month's End Cash Balance
 - G. 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:

02/17/2026
12:00 pm

03/17/2026
12:00 pm

04/21/2026
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, December 16, 2025, at the Pennington County Government Center.

COMMITTEE MEMBERS PRESENT:

Seth Nelson
Neil Peterson
Dave Sorenson
Bruce Lawrence
Roy Sourdif

STAFF MEMBERS PRESENT:

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

SECTION A

I. MINUTES:

November 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 Child Protection Social Worker Position.

III. GENERAL:

- A. The CY 2026-2027 Child Support Cooperative Agreement between the State of Minnesota, Pennington County Attorney's Office, Pennington County Sheriff's Office, and Pennington County Human Services were presented for consideration. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- B. The CY 2026 Guardian/Conservator Purchase of Service Agreement with Lutheran Social Services of Minnesota was presented for consideration. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- C. The CY 2025 NW8 LAC (Local Advisory Council) Report to the County Board of Commissioners was presented. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- D. The CY 2026 Rural Transportation Collaborative Access Transportation Services Contract with Tri-Valley Opportunity Council, Inc. was presented for

consideration. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.

- E. Mitch presented the updates to the UCare changes.
- F. The Out-of-Home Cost Report through November 2025 was presented for Review.
- G. The month's end cash balance in November 2025 stands at \$ 5,099,688.11`.

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 November 2025 report of activity. She reported that the Income Maintenance open case count stands at 2000.
- 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: January 20, 2026, at 12:00 p.m.



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205 Garfield Ave.
P.O. Box 128
Mentor, MN 56736
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Satellite Office
1708 River Road NW
East Grand Forks, MN 56721
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January 7, 2026

Pennington County
Thief River Falls, MN 56701

Re: 2024-26 Statewide Affordable Housing Aid

Greetings,

The Pennington County Affordable Housing Loan Pool program, established by private and public investors, has been in existence since 2000. The mission of this program is to assist prospective qualifying homebuyers in their goal of purchasing a home with help in the form of down payment loan funding.

The HRA would accept the Pennington County's support for the 5th disbursement of \$14,000.00 the county received to the HRA Pennington County Affordable Housing Loan Pool program, which is a qualifying project for housing aid from the State of Minnesota.

This program is not only a great benefit to the county's tax base, but we believe it has a significant positive impact on the employers in Pennington County.

Sincerely,

Charity Brault
Executive Director
218-309-0047

Cc: Pennington Co. CRF Affordable Housing Advisory Board

NUMBER

#23-89-01

DATE

November 5, 2025

OF INTEREST TO

Social Services and Human
Services Directors with staff
covered by the Minnesota
Merit System

Social Services Supervisors and
staff covered by the Minnesota
Merit System

Human Resources Directors

ACTION

Please read information and
prepare for implementation.

EXPIRATION DATE

November 5, 2027

Merit System Equal Employment Opportunity and Affirmative Action Guidelines

TOPIC

Equal Employment Opportunity and Affirmative Action guidelines.

PURPOSE

Advise Minnesota Merit System county/multi-county human services agencies of equal employment opportunity and affirmative action guidelines and request updated or renewed equal employment opportunity and affirmative action plan documents.

CONTACT

Minnesota Merit System phone: 651-431-3456

Minnesota Merit System email: dhs.merit.system@state.mn.us

SIGNED

/s/ Richard Nymoan

Richard Nymoan, Interim Director
Equal Opportunity and Access Division

TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

I. Introduction

The Minnesota Merit System's (MMS) Affirmative Action and Equal Employment Opportunity Policies are administered by the Minnesota Department of Human Services' (DHS) Equal Opportunity and Access Division (EOAD).

A. Purpose

The purpose of these guidelines is to establish minimum affirmative action and equal employment opportunity standards, and to provide a consistent framework regarding equal employment opportunity and affirmative action in MMS county/multi-county human services agencies. The guidelines continue to reiterate the requirement that each MMS county/multi-county human services agency adopt, revise, and/or develop an equal opportunity and affirmative action program to ensure equal employment opportunity and affirmative action in MMS county/multi-county human services agency workforces as required under applicable Minnesota Rules, part 9575.0090.

1. Policy

It is the policy of the MMS that county/multi-county human services agencies conduct all employment practices without regard to race, color, creed, religion, national origin, sex, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability, sexual orientation, age, or political affiliation. Equal employment opportunity under this policy includes, but is not limited to, the following: recruitment, examination, appointment, tenure, compensation, classifications, promotion, or other activities in accordance with applicable federal, state, and local laws and regulations.

A program of affirmative action will be maintained to eliminate barriers to equal employment opportunity and to encourage the employment and advancement of all qualified applicants

2. Responsibilities

MMS county/multi-county human services agency directors have overall responsibility for implementing the MMS equal employment opportunity and affirmative action guidelines throughout that agency, including establishing specific internal procedures that minimally meet the standards provided by the MMS guidelines.

3. Role of DHS

DHS' EOAD provides consultation, technical assistance, recruitment, training, affirmative action goal-setting review and monitoring of MMS human services agencies to ensure affirmative action and equal employment opportunity in these agencies.

II. Scope of Guidelines

All MMS county/multi-county human services agencies and its employees must comply with equal employment opportunity and affirmative action guidelines. Any Minnesota county/multi-county may choose to create a county/multi-countywide affirmative action plan and submit it for approval by the Minnesota Department of Human Rights, which will issue a certificate of compliance for approved plans. Alternatively, a county/multi-county may choose to adopt the MMS equal employment opportunity and affirmative action guidelines in this bulletin for its human services agency.

Minnesota Rules, part 9575.0090, subpart 2a, requires that each MMS human services agency have an affirmative action plan, which must contain the following:

- A policy defining and prohibiting discriminatory harassment, including sexual harassment.
- An internal discrimination complaint policy and procedure that includes notification of DHS EOAD of complaints that are brought, and their resolution.
- Provision for appointment of a person to serve as liaison between the MMS county/multi-county human services agency and DHS EOAD, and to have responsibility for implementation of the guidelines within the agency.
- Provision of the notification of DHS EOAD of periodic hiring goals established by the county/multi-county human services agency; and
- Provision for compliance with the Americans with Disabilities Act (ADA), Title I, which prohibits discrimination against employees with disabilities and job applicants with disabilities.

Minnesota state law does not require that Minnesota counties and political subdivisions have an affirmative action plan certified by the Minnesota Department of Human Rights to receive any state funds or engage in contracting with the state. Nevertheless, this does not exempt MMS county/multi-county human services agencies from the requirement of the MMS rules, as indicated above.

III. MMS County/Multi-County Human Services Agency Action Required

To comply with Minnesota Merit System, Minnesota Rules, part 9575.0090, subpart 2a, your agency should choose one of the two courses of action. Your agency may:

- Adopt the proffered MMS system equal employment opportunity and affirmative action guidelines as your agency's equal opportunity and affirmative action plan and implement the guidelines within your agency, including developing hiring goals where workforce disparities exist and submit a letter indicating the adoption of those guidelines to DHS.
or
- Adopt an equal opportunity and affirmative action plan that is certified by the Minnesota Department of Human Rights and submit a copy of the certificate of compliance to EOAD. If your county/multi-county

agency already has a certified plan, your agency's adoption of that plan meets requirements under MMS rules.

Send this information by email to dhs.equalopportunity@state.mn.us, or via regular mail to the attention of the Minnesota Merit System Consultant, Minnesota Department of Human Services, Equal Opportunity and Access division, MMS Consultant, Box 64997, St. Paul, MN 55164-0097.

IV. Policies and Requirements

A. Prohibition of Discriminatory Treatment

Purpose: To establish a means for maintaining a work environment free of discriminatory treatment in MMS county/multi-county human services agencies.

Statement: MMS county/multi-county human services agencies shall provide a work environment free of any form of unlawful discriminatory treatment, including harassment.

Authority:

- United States Civil Rights Act of 1964, Title VII
- United States Equal Pay Act of 1963
- United States Age Discrimination in Employment Act of 1967
- United State Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I
- Americans with Disabilities Act Amendments Act of 2008
- United States Civil Rights Act of 1991
- Genetic Information Nondiscrimination Act of 2008, Title II
- Pregnant Worker's Fairness Act
- Minnesota Human Rights Act
- Minnesota Statutes, section 256.012, subdivision 1
- Minnesota Rules, part 9575.0090

B. Discrimination Complaint Handling

Purpose: To provide an internal option to employees who believe they were discriminated against because of race, color, creed, religion, national origin, sex, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability, sexual orientation, age, or political affiliation.

Statement: While employees of MMS county/multi-county human services agencies have the right to file discrimination complaints with the Minnesota Department of Human Rights or other enforcement agencies at any time, complainants are encouraged to seek out internal administrative remedies first.

Anyone bringing an employment discrimination complaint shall do so without fear of reprisal, coercion, or intimidation.

Discrimination complaints and relevant investigative data and findings will all be handled in accordance with provisions of the Minnesota Government Data Practices Act, and the ADA, Title I.

The discrimination complaint handling process will minimally include:

1. A method to resolve both formal and informal complaints,
2. Notification of DHS (EOAD), and
3. A timely response to all complaints.

Authority:

- United States Civil Rights Act of 1964, Title VII
- United States Equal Pay Act of 1963
- United States Age Discrimination in Employment Act of 1967
- United States Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I
- Americans with Disabilities Act Amendments Act of 2008
- United States Civil Rights Act of 1991
- The Minnesota Human Rights Act
- The Minnesota Government Data Practices Act
- Genetic Information Nondiscrimination Act of 2008, Title II
- Pregnant Worker's Fairness Act
- Minnesota Statutes, section 256.012, subdivision 1
- Minnesota Rules, part 9575.0090

C. Prohibition of Discrimination Against Individuals with Disabilities

Purpose: To provide work environments free of unlawful discrimination against applicants and employees with disabilities.

Statement: MMS county/multi-county human services agencies shall provide a work environment free of any form of unlawful discrimination. This includes removing barriers to application for employment and ensuring that qualified employees with disabilities are not discriminated against.

The most significant provisions of the ADA regarding MMS county/multi-county human services agencies are included in Title I, which prohibits employers from discriminating against qualified individuals with disabilities in matters of employment, including the application and hiring process. The provisions in Title I of the ADA are broader in scope than, but like, the Minnesota Human Rights Act (Minnesota Statutes, Chapter 363A), and to Section 504 of the federal Rehabilitation Act of 1973 and Volume 29 of the United States Code, section 794.

ADA regulations make it clear that employers, including all state and local governments, must comply with the employment provisions of Title I. The ADA prohibits discrimination against an otherwise qualified individual with a disability with regard to the following:

- Job application procedures, including recruitment and advertising.
- Hiring, firing, and advancement; and
- Compensation, training, and other terms, conditions, and privileges of employment such as tenure, layoff, leave, and employee benefits.

Reasonable Accommodations: Reasonable accommodations must be provided to qualified individuals with disabilities who are employees or applicants for employment, unless providing the accommodations would cause undue hardship.

Accommodations are determined by the specifics of the situation and provided on a case-by-case basis.

Interactive Process: The accommodation process is generally started by a request from an applicant or employee with a disability. However, in certain instances, an employer has an obligation to make inquiries about an individual's need for an accommodation. For example, when an employer observes that an applicant or employee has a disability that may prevent them from understanding the need to request an accommodation, the employer should initiate discussion about the possible need for accommodation. If the individual with a disability cannot suggest an appropriate accommodation in such circumstances, the employer should work with the individual to identify potential effective reasonable accommodations.

Undue Hardship: Deciding whether a request for a reasonable accommodation creates an undue hardship is determined on a case-by-case basis. If it is determined that a specific proposed or requested accommodation would impose an undue hardship on an employer, the employer is still obligated to identify whether there is another accommodation available that would not impose an undue hardship. As long as an accommodation meets the requester's work-related medical needs, the accommodation need not be the best accommodation available, nor must it be the accommodation desired by the individual with a disability.

Threat to health and safety of others: If an employer believes that an employee or applicant with a disability would constitute a direct threat to the health or safety of self and others and that a reasonable accommodation would not eliminate the threat, the employer may determine the individual is not or is no longer qualified to perform the duties of their job. Such a determination must be based on objective facts and must be specific to the situation and the individual. The determination cannot be based on speculation or the remote possibility of a threat or risk to the safety of others.

For a more detailed explanation of your obligations and responsibilities under the ADA, contact the United States Equal Employment Opportunity Commission (EEOC) or the United States Department of Justice's Civil Rights Division. Numerous publications explaining the ADA and its requirements are available from these agencies and are online at their websites. You may also request technical assistance from DHS' EOAD and from the Minnesota Department of Human Rights. Contact information for these agencies is included in Appendix III of these guidelines.

Authority:

- United States Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I

- Americans with Disabilities Act Amendments Act of 2008
- Minnesota Human Rights Act

D. Prohibition of Sexual Harassment

Purpose: To establish a means for maintaining a work environment free of sexual harassment in MMS county/multi-county human services agencies.

Statement: MMS county/multi-county human services agencies shall provide a work environment free of any form of sexual harassment. Sexual harassment is a form of sex discrimination and is covered under the same statutes as other types of unlawful discriminatory treatment.

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual harassment can also include offensive remarks about a person's sex. The harasser can be of any sex, as can the victim. Same-sex sexual harassment is prohibited as is opposite-sex harassment.

The harasser can be the victim's supervisor, a supervisor in a different unit, a co-worker, or someone who is not an employee of the employer, such as a client or contractor.

Authority:

- Civil Rights Act of 1964, Title VII
- Minnesota Human Rights Act

E. Affirmative Action in Appointment and Selection Decisions

Purpose: To establish that affirmative action hiring goals are created and that targeted recruitment efforts take place when hiring for job categories where a workforce disparity exists.

Statement: MMS county/multi-county human services agencies shall act affirmatively to recruit and hire a diverse workforce. When a vacancy occurs in a job group where a disparity exists, agencies shall utilize affirmative recruitment to attempt to address the workforce disparity. The candidates certified shall be determined by their examination scores in accordance with MMS rules.

Authority:

- Minnesota Statutes, section 256.012, subdivision 1
- Minnesota Rules, part 9575.0620, subpart 7

V. Responsibilities, Duties, and Accountabilities

MMS Affirmative Action Guidelines: Responsibilities, Duties, and Accountabilities:

A. Equal Opportunity and Access Division at Minnesota DHS

1. Responsibilities

EOAD has oversight responsibility for and authority to monitor the MMS equal employment opportunity and affirmative action efforts to ensure compliance with federal and state laws and MMS rules.

2. Duties

To monitor implementation of MMS county/multi-county human services agencies affirmative action plans and compliance with equal opportunity and affirmative action guidelines. To provide technical assistance, as requested, to MMS county/multi-county human services agencies in the implementation of their affirmative action plans.

3. Accountability

To the Commissioner or designee of DHS.

B. MMS Personnel at DHS

1. Responsibilities

MMS personnel at DHS have responsibility for ensuring all assessment and selection processes are job-related, and that there are no barriers or hindrances to affirmative action and equal employment opportunity in MMS county/multi-county human services agencies. Duties

- Publish job announcements for MMS county/multi-county human services agency openings, maintain communication with organizations in targeted communities for recruitment purposes, and conduct recruitment for professional and managerial staff.
- Review position descriptions and class specifications to ensure that they are accurate and that stated requirements are job-related.

2. Accountability

To the Commissioner or designee of the Minnesota Department of Human Services.

C. MMS County/Multi-county Human Services Agency Director

1. Responsibilities

The MMS county/multi-county human services agency director has responsibility for ensuring the overall implementation of the agency's affirmative action and equal employment opportunity policies; and for compliance with fair employment practices; and with federal and state laws, and MMS rules.

2. Duties

- Communicate and demonstrate a commitment to the agency's affirmative action and equal employment opportunity policies and to the MMS affirmative action guidelines.
- For job categories that are underrepresented, set numerical hiring goals and timetables for recruiting underrepresented candidates.
- Notify DHS' EOAD in January of each year of the agency's progress and of activities engaged in to achieve affirmative action hiring goals during the reporting period.
- Resolve internal complaints of discrimination and notify DHS' EOAD in January of each year of all discrimination complaints brought by employees of the agency during the reporting period.
- Inform hiring supervisors of equal opportunity and affirmative action guidelines.
- Ensure that information about equal employment opportunity and affirmative action is disseminated to all MMS employees in the agency.
- Ensure that the workplace is free of discrimination.
- Designate a liaison to DHS' EOAD and ensure that the liaison has the necessary information and knowledge to carry out the duties required of the liaison. The director will consult at least quarterly with the Affirmative Action and Equal Employment Opportunity (AA EEO) liaison for the purpose of reviewing the status of equal employment opportunities and affirmative action needs in the agency, including any discrimination complaint activity.

3. Accountability

To the county/multi-county agency's director.

D. MMS County/Multi-county Human Services Agency Affirmative Action Liaison and Designee

1. Responsibilities

The MMS county/multi-county human services agency affirmative action liaison or designee has responsibility for ensuring compliance with MMS equal employment opportunity and affirmative action guidelines on a daily basis. The liaison will act in an advisory capacity to the agency director regarding equal employment opportunities and affirmative action. The liaison will monitor the agency's affirmative action and equal employment opportunity efforts to ensure compliance with federal and state laws and with MMS rules.

2. Duties

- Develop an equal employment opportunity and affirmative action policy statement and an affirmative action plan consistent with those policies.
- Implement the affirmative action plan, including:

- The internal and external distribution of the agency's EEO and AA policies and the affirmative action plan.
- The establishment of affirmative action hiring goals, action steps, and timetables.
- The active recruitment of underrepresented group applicants; and
- The recruitment of businesses owned by underrepresented group members.
- Conduct and/or coordinate employee training on and orientation to the agency's EEO/AA policies and plan.
- Ensure that agency managers and superiors understand their responsibilities to take action to prevent the harassment of employees and applicants for employment.
- Ensure that females, persons with disabilities, and individuals who identify as Black, Hispanic, Asian or Pacific Islander, or American Indian or Alaskan native are provided equal opportunity in attending agency sponsored training and activities, and in benefit plans, pay, and other work-related activities and conditions.
- Implement and maintain equal employment opportunity auditing, reporting, and record-keeping systems as a means of gauging the effectiveness of the agency's affirmative action efforts, and of determining whether or not affirmative hiring goals have been attained.
- Communicate with DHS' EOAD and with other relevant governmental enforcement agencies, and with DHS MMS personnel, as appropriate.
- Coordinate agency and employee support of community programs that may lead to equitable employment of all hires.

3. Accountability

To the county/multi-county agency's director.

E. MMS County/Multi-county Human Services Agency Managers and Supervisors

1. Responsibilities

MMS county/multi-county human services agency managers and supervisors have responsibility for ensuring compliance with the MMS equal employment opportunity and affirmative action guidelines and fair treatment of all agency employees.

2. Duties

- A. Assist the agency's EEO/AA liaison with identifying and resolving problems related to equal employment opportunity and with eliminating barriers which inhibit or prevent equal employment opportunity and/or affirmative action.
- B. Consider qualified underrepresented group members when hiring and promoting staff.

- C. Communicate and demonstrate a personal commitment to the agency's EEO/AA policies and MMS affirmative action guidelines.
- D. Make recruitment recommendations to the EEO/AA liaison and assist the liaison with special recruitment projects.
- E. Ensure that all employees under your supervision receive an annual orientation to the agency's affirmative action plan and equal employment opportunity policies.
- F. Identify, document, and address training needs related to equal employment opportunity and affirmative action.

3. Accountability

To the county/multi-county agency's director.

F. MMS County/Multi-county Human Services Employees

1. Responsibilities

MMS county/multi-county human services agency employees at all levels shall be responsible for conducting themselves in accordance with the MMS rules and with state and federal laws by refraining from any actions which would interfere with any employee's work performance based on that person's race, color, creed, religion, national origin, sex, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability, sexual orientation, age, or political affiliation. Employees who believe they have been subjected to unlawful discrimination are encouraged to utilize the agency's discrimination complaint procedure.

Each employee has the responsibility to become familiar with the MMS equal employment opportunity and affirmative action guidelines and the agencies' policies on non-discrimination, the prevention of sexual harassment and respect in the workplace policy.

2. Accountability

To the county/multi-county agency's director, management, and supervisors.

G. MMS Affirmative Action Guidelines

1. Dissemination of Information

a. Internal Dissemination of Information

The ADA requires employers to post a notice stating the provisions of the ADA that apply to job applicants and employees. The notice must be posted in a place accessible to people using wheelchairs, and it must be made available in alternative formats for individuals with vision loss or reading disabilities or impairments. This applies to MMS county/multi-county human services agencies.

In addition, MMS county/multi-county human services agencies official job boards must be accessible to all applicants, employees, and the public. They must include a posted copy of the MMS EEO and AA guidelines, along with the agency's most recent hiring goals, timetables proposed for meeting those goals, and the action steps to be taken to meet them.

The MMS county/multi-county human services agency's director will transmit a letter or memo to agency staff affirming the organization's commitment to affirmative action and equal opportunity in employment annually.

Additionally, the MMS county/multi-county human services agency will hold regular (at least biennial) training sessions for the purpose of ensuring that managers and supervisors to understand the MMS EEO and AA guidelines and their responsibilities under the guidelines. Further, a review of these guidelines will be included in new employee orientation.

When appropriate, information about the MMS EEO and AA guidelines and the agency's non-discrimination and harassment-prevention policies will be included in internal publications.

b. External Dissemination of Information

MMS human services agencies must post on their official bulletin board, which is accessible to all applicants, employees, and the public, a copy of the MMS EEO and AA guidelines, along with the agency's most recent hiring goals, timetables proposed for meeting those goals, and the action steps to be taken to meet them.

The phrase "An Equal Opportunity and Affirmative Action Employer" or similar will be included in all advertisements for MMS county/multi-county human services agency positions. These positions will be advertised in appropriate underrepresented group publications, whether in print or electronically.

An assurance of non-discrimination will be included in all contracts for programs or other activities which receive any federal assistance.

A written expression of the agency's position on equal employment and affirmative action will be included, as appropriate, in newspapers, magazines, and web-based advertising and/or brochures and like recruitment materials.

2. Audit and Evaluation

The MMS county/multi-county human services agency director or the appointed EEO/AA designee for that county/multi-county agency will determine annually whether the following three protected groups are underrepresented in the job categories utilized in the agency's workforce: (1) females; (2) persons with disabilities; (3) individuals who identify as Black, Hispanic, Asian or Pacific Islander, or American Indian or Alaskan native. This will be done by comparing the availability of job-candidates from the protected groups in the geographic recruitment area with the number of protected groups members who are employed in those job categories in the agency. If there is a disparity (under-representation) in any job category for such a group, the agency is obligated to set hiring goals, determine action steps to be taken to achieve those hiring goals, and set timetables for executing the action steps.

A non-discrimination clause will be included in bargaining unit contracts and in purchasing agreements and contracts whenever possible.

In January of each year, the MMS county/multi-county human services agency director or the appointed EEO and AA designee for that county/multi-county will send to DHS' EOAD a year-end summary of the agency's equal employment and affirmative action activities for the previous year. The summary will include an evaluation of the effectiveness of those activities in achieving affirmative action hiring goals and in ensuring a workplace free of unlawful discrimination. The summary will include:

- A. Information about employment discrimination complaint activity, specifying the numbers and types of discrimination complaints and the status of their resolution.
- B. Information about recruitment activities conducted, specifying the sources of recruitment and the underrepresented group community organizations contacted.
- C. The hiring goals set for the year and the action steps towards achieving those goals; and
- D. Information about all staff training and/or information sessions conducted related to affirmative action and equal employment opportunity.

Agencies are required to provide equal employment opportunities to and encouraged to actively recruit individuals with disabilities.

VI. Appendix I

A. Definitions

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act, passed in 1990, gives civil rights protections to individuals with disabilities that are similar to federal protections provided to individuals on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees equal opportunity for individuals with disabilities in employment, state and local government services, public accommodations, telecommunications, and transportation. Title I of the ADA applies to employers. The ADA does not protect individuals who are currently using illegal drugs, and employers may seek reasonable assurance from employees that no illegal drug use is occurring.

Americans with Disabilities Act Amendments Act of 2008 (ADAAA)

The ADAAA became effective on January 1, 2009. It is an act to restore the intent and protections of the Americans with Disabilities Act of 1990. Under the ADAAA the definition of disability is construed broadly.

Affirmative Action

A program of proactive efforts mandated by State law to remedy historical discrimination in employment against females, persons with disabilities, and individuals who identify as Black, Hispanic, Asian or Pacific

Islander, or American Indian or Alaskan native. This remedial program may involve recruitment efforts targeted at these specific groups when disparities in the workforce have been identified.

Affirmative Action Steps

Those steps which an agency plans to take to address workforce disparities. They could include, but are not limited to, identifying and removing barriers to employment for females, persons with disabilities, and individuals who identify as Black, Hispanic, Asian or Pacific Islander, or American Indian or Alaskan native; further educating hiring supervisors and managers about their obligations under affirmative action and equal opportunity law; planning events that will increase awareness of and knowledge about other cultural groups in your geographic region; and targeting recruitment at under-represented groups that may extend outside the geographic region.

Creed

A system of beliefs, principles, or opinions to which an individual adheres. It might be religious, political, or philosophical in nature.

Discrimination

An act or series of acts made toward a protected group or a perceived member of that group that, when compared with one's behavior towards one's own or other protected groups, is/are unfair. Such action may be based on implicit bias, prejudice or ignorance, or systemic causes having discriminatory impact.

Discriminatory Harassment

Any form of behavior that is offensive, unwelcome, and/or creates a hostile work environment and which, for purposes of this document, is based on an individual's race, color, creed, religion, national origin, sex, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability, sexual orientation, age, or political affiliation.

Disparity

The presence of fewer females, persons with disabilities, and individuals who identify as Black, Hispanic, Asian or Pacific Islander, or American Indian or Alaskan native in the workforce than could reasonably be expected based on their availability for work in the geographic recruitment area where the underemployment is found.

Ethnic

Designating basic groups or divisions of human beings as distinguished by customs, a common language, a common history, a common religion, or other such characteristics. Ethnicity in general may be regarded as referring to a specific type of culture and an individuals' ethnicity may be regarded as referring to that person's cultural heritage.

Equal Employment Opportunity/Equal Opportunity Employment

A system of employment practices wherein individuals are recruited, hired, and promoted on their own merits and, for purposes of this document, without regard to race, color, creed, religion, national origin, sex, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability, sexual orientation, age, or political affiliation.

Gender

As used in this document for the purposes of Affirmative Action, gender refers to the socially constructed characteristics of women and men, such as norms, roles, and relationships of and between groups of women and men.

Genetic Information Nondiscrimination Act of 2008 (GINA)

This law makes it illegal to discriminate against employees or applicants on the basis of genetic information. Genetic information includes information about an individual's genetic tests or information about the genetic tests of an individual's family member(s), as well as information about any disease, disorder or condition of an individual's family member(s) and includes an individual's family medical history. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Hiring Goal

A numerical objective designed to remedy a workforce disparity; an employment level to strive for through the use of affirmative recruitment, timetables, and other such action steps; to be achieved within a set period of time, such as a year.

Individual with a Disability

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such impairment; or is regarded as having such an impairment.

Major Life Activities

These include, but are not limited to, activities such as walking, talking, standing, sitting, hearing, seeing, performing manual tasks, caring for oneself, thinking, concentrating, other cognitive functions, relating to others, working, etc.

Qualified Individual with a Disability

This is a person who has a physical or mental impairment that substantially limits one or more major life activities, or who has a record of such an impairment, or who is regarded by others as having such an impairment, and who also has the requisite skill, experience, education, or other employment requirements of the position being sought and who can perform the essential functions of that job with or without a reasonable accommodation.

Race

A socially constructed term used to distinguish groupings of people according to common origin or background and associated with physical and ethnic characteristics.

Reasonable Accommodation

A modification or adjustment to a job, the work environment or the way things are usually done. These modifications enable an individual with a disability to have an equal opportunity to get a job and to address their work-related medical needs.

Sexual Orientation

To whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

Sexual Harassment

Unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal, written, or physical conduct or communication of a sexual nature. Sexually harassing conduct may include jokes, inappropriate language, sexual innuendos, inappropriate pictures, sexual gestures, and/or physical touch that is offensive and/or unwelcome.

Substantially Limited

Means a person is restricted in the conditions, manners, or duration of performing a major life activity in comparison to most people in the general population.

Timetable

Refers to the period of time within which affirmative action steps are to be taken and good faith efforts are made to achieve hiring goals.

Under Representation

The condition in which fewer underrepresented group members are found in the workplace in a particular job category than would be expected from the availability of qualified underrepresented group members in the labor market.

Undue Hardship

An accommodation action that would require significant difficulty or expense to implement when factors such as the nature and costs of the accommodation are considered in relation to the size, nature, structure, and resources (both financial and personnel).

B. Race/Ethnicity Categories

The United States Equal Employment Opportunity Commission (EEOC) revised race and ethnicity categories for the purposes of reporting employment statistics. The EEOC definitions are:

1. **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
2. **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
3. **Black or African American:** A person having origins in any of the black racial groups of Africa.
4. **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

5. **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
6. **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
7. **Two or More Races:** All persons who identify with more than one of the above five races (White, Black or African American, Native Hawaiian or Other Pacific Islander, Asian, American Indian or Alaska Native). For the purposes of this group, identifying as Hispanic or Latino and only one of the listed 5 race groups does NOT qualify.

VII. Appendix II

Please contact the DHS Merit System if any of the following are needed:

- Sample Discrimination Harassment Complaint Form
- Sample Reasonable Accommodation Form
- Sample Annual Report Form

VIII. Appendix III

- United States Equal Employment Opportunity Commission (EEOC)

Minneapolis Area Office
Towle Building
330 South Second Avenue, Suite 720
Minneapolis, MN 55401-2224
P: 612-552-7306
F: 612-564-4707
TTY: 800-669-6820
ASL Video Phone: 844-234-5122
<https://www.eeoc.gov>

- United States Department of Justice's Civil Rights Division

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, N.W.
Office of the Assistant Attorney General, Main
Washington, D.C. 20530
P: 202-514-3847
TTY: 202-514-0716

<https://www.justice.gov/crt>

- Minnesota Department of Human Rights

540 Fairview Avenue North, Suite 201

Saint Paul, MN 55104

P: 651-539-1100 or 800-657-3704

MN Relay: 711 or 800-627-3529

F: 651-296-9042

Email: Info.MDHR@state.mn.us

<https://mn.gov/mdhr/>

- DHS Merit System

Human Resources Merit System

PO Box 64997

St. Paul, MN 55164-0997

P: 651-431-3030

F: 651-431-7460

Email: dhs.merit.system@state.mn.us

<https://mn.gov/dhs/>

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling 651-431-3040 (voice) or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.



Tri-Valley

Opportunity Council, Inc.

PO Box 607 ~ 107 North Broadway, Suite 200, Crookston, MN 56716-0607

Local ~ 218-281-5832 / Toll-Free ~ 800-584-7020 / Fax ~ 800-475-9021

Telecommunication Relay Services ~ 711

Melody R. Hedden
Chief Executive Officer

www.tvoc.org

Jodi Bachmeier
Chair of the Board

Public Transportation Services Agreement

Party to Agreement: January 1, 2026 to December 31, 2026

Contact Person(s): PENNINGTON COUNTY HUMAN SERVICES

Contact Person Phone Number: 218-681-2880

Email Address: jasjostrand@co.pennington.mn.us

Billing Address: 101 Main Ave. N.

Thief River Falls, MN 56701

Frequency: Monthly

Billing Date: First Day of following month

Contracted Price Per Ride \$3 per ride within city limits of Thief River Falls

Ride will be billed for both ways: Yes

Dispatch will keep track of first and last name of each passenger: Yes (when provided by rider)

Dispatch will keep track of number of passengers: Yes

Days of the Week for Transportation Services: Sunday through Saturday

Hours of Services: 7:00 am to 8:30 pm Monday – Friday

10:00 am to 4:00 pm Saturday

7:30 am to 1:30 pm Sunday

Open to the General Public.

Terms and Conditions

Community Action . . . People Helping People

The mission of Tri-Valley is to provide opportunities to improve the quality of life for people and communities.

“An Americans with Disabilities Act / Affirmative Action / Equal Opportunity Employer”

Tri-Valley Opportunity Council Inc. (TVOC) through its Transportation component is a provider of public transportation and follows all Federal Transportation Administration (FTA) and Minnesota Department of Transportation (MINDOT) Rules and Regulations. The purpose of this agreement is to set forth the rights and obligations of each party to the agreement. The provisions of this agreement set forth the necessary and required minimum standards each party to this agreement shall adhere.

NOW, THEREFORE, it is agreed:

- I. **TERM.** This agreement shall be effective at 12:01 AM on January 1, 2026 and shall remain in effect until 12:59 PM on December 31, 2026.
 - a. If at any time TVOC or **PENNINGTON COUNTY HUMAN SERVICES** is dissatisfied with the service provided, the parties will meet to reach a mutually agreeable resolution of the dissatisfaction.
 - b. Each passenger will be picked up and dropped off at locations set forth by TVOC and no additional pick-up or drop off locations will be provided each passenger unless established by TVOC. TVOC Bus will wait 2 minutes for pickup to arrive and board before leaving pick-up location. If any pickup misses the TVOC bus, the pickup will be responsible to call the TVOC transportation office to schedule for an additional fee, another ride.
 - c. Any pickup who does not board the bus for their pre-arranged or scheduled ride, pickup will be charged a no show fee and will be informed of the no show policy. The pickup must call the TVOC transportation office to schedule for an additional fee, another ride. The no show pickup will be billed for the ride at the no show rate.
 - d. If a pickup does not board the bus and the driver goes back to get the pickup, the pickup will be charged a same day fare and will be required to pay an additional \$2. **PENNINGTON COUNTY HUMAN SERVICES** will be charged only the agreed upon fare.
 - e. TVOC has no control over weather conditions, if TVOC in its sole discretion determines the weather is becoming unsafe for travel information will be provided to local radio and television stations regarding cessation of a bus route.
 - f. TVOC is contracted with the State of Minnesota as a public transportation provider. Any additional passengers, not covered by this agreement, will be expected to pay normal fare rates. This will not reflect or reduce the contracted cost **PENNINGTON COUNTY HUMAN SERVICES** is responsible to pay.
- II. **TRI-VALLEY TRANSPORTATION OBLIGATIONS.** At times and locations determined by TVOC, TVOC will provide transportation to and from for each passenger.
- III. **TERMS OF PAYMENT.** Payments shall be made by **PENNINGTON COUNTY HUMAN SERVICES** within 30 calendar days after TVOC's presentation of an invoice for each service performed and acceptance of such services by **PENNINGTON COUNTY HUMAN SERVICES** authorized representative.
- IV. Each service provided by TVOC pursuant to this agreement shall be performed in accordance with all applicable federal, state local laws, ordinances, rules and regulations. TVOC shall not receive payment for work determined to be performed in violation of any applicable federal, state or local laws, ordinance, rule or regulation.

- V. **AUTHORIZED REPRESENTATIVES.** Each notification, including but not limited to, cancellation of this agreement must be sent to the other party's authorized representative.

PENNINGTON COUNTY HUMAN SERVICES Authorized representative:

Name: Julie Sjostrand

Address: 318 Knight Avenue North

Email address: jasjostrand@co.pennington.mn.us

Tri-Valley's Authorized representative:

Name: Elizabeth Hensrud –Director of Transportation Programs

Address: 1345 Fairfax Ave Crookston, MN 56716

Email address: elizabeth.hensrud@tvoc.org

- VI. **CANCELLATION AND TERMINATION.** This agreement may be cancelled by **PENNINGTON COUNTY HUMAN SERVICES** or TVOC at any time, with or without cause, upon sixty (60) days written notice. In the event of such a cancellation, TVOC shall be entitled to payment through the sixtieth day after the written notice is received by the cancelled party's authorized representative for all work or services satisfactorily performed.

Termination for Insufficient Funding. TVOC may immediately terminate this agreement if TVOC does not obtain funding from the State of Minnesota Department of Transportation or other funding source, or if funding cannot be continued at the level sufficient to allow for the performance of services covered herein. Termination must be by written notice to **PENNINGTON COUNTY HUMAN SERVICES** within a reasonable time of TVOC receiving notice that sufficient funding is not available. **PENNINGTON COUNTY HUMAN SERVICES** is not obligated to pay for services after effective date of termination. However, TVOC will be entitled to payment for work or services satisfactorily performed prior to date of termination.

- VII. **ASSIGNMENT.** Without prior written consent of each party, neither TVOC or **PENNINGTON COUNTY HUMAN SERVICES** shall assign or transfer any rights or obligations pursuant to this agreement of each party.
- VIII. **PUBLICITY.** Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for **PENNINGTON COUNTY HUMAN SERVICES** or its employees individually or jointly with others, or any subcontractors shall not be released prior to receiving the written approval of TVOC authorized representative.
- IX. **AMENDMENTS.** Any amendments to this contract shall be in writing and shall be executed by the same individual who executed the original contract, or their respective successors.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound there by.

APPROVED:

Tri-Valley Opportunity Council, INC.

By (authorized signature and printed name) Melody R Hedden
Title Chief Executive Officer
Date

Tri-Valley Opportunity Council, INC.

By (authorized signature and printed name) Elizabeth Hensrud
Title Director of Transportation Programs
Date

PENNINGTON COUNTY HUMAN SERVICES

By (authorized signature and printed name)
Title
Date

Community Action . . . People Helping People
The mission of Tri-Valley is to provide opportunities to improve the quality of life for people and communities.
"An Americans with Disabilities Act / Affirmative Action / Equal Opportunity Employer"

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

SS

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	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	10,409.13	9,885.90	16,457.23	19,436.82	15,304.52	17,003.50	15,340.40	12,389.73	14,667.34	151,889.13	109,386.94	38.9%
Rule 4													-	9,509.60	-100.0%
Rule 8													-	-	
Rule 5	12,399.05	9,475.46	8,558.48	9,475.46	5,196.22	-			3,025.00				48,129.67	108,371.19	-55.6%
Corrections	19,146.58	29,738.16	33,404.00	38,037.50	28,750.00	28,333.00	18,430.00	40,610.00	41,316.00	33,743.19	42,633.00	39,869.00	394,010.43	543,201.36	-27.5%
Adoption Aid													-	-	
Totals	34,690.89	49,384.64	49,640.76	57,922.09	43,832.12	44,790.23	37,866.82	55,914.52	61,344.50	49,083.59	55,022.73	54,536.34	594,029.23	770,469.09	-22.9%
Revenue															
Reimburse													-	-	
MH Recovery	3,266.05	1,890.87		2,642.93	1,718.98	1,718.98	3,953.64	2,578.46	3,094.16	(5.00)	3,441.17	8,357.13	32,657.37	60,063.35	-45.6%
4E Recovery					1,031.00			1,462.00				4,057.00	6,550.00	31,100.00	-78.9%
NFC Settlement													-	5,739.00	-100.0%
Totals	3,266.05	1,890.87	-	2,642.93	2,749.98	1,718.98	3,953.64	4,040.46	3,094.16	(5.00)	3,441.17	12,414.13	39,207.37	96,902.35	-59.5%
Net Expense	31,424.84	47,493.77	49,640.76	55,279.16	41,082.14	43,071.25	33,913.18	51,874.06	58,250.34	49,088.59	51,581.56	42,122.21	554,821.86	673,566.74	-17.63%

2024 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) (72,050.16) (80,166.51) (108,033.63) (126,850.71) (133,977.17) (115,830.38) (118,628.88) (107,691.06) (118,744.88)

	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

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520.95
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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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1054
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1176.53
1368.65

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1146.38
1230.76

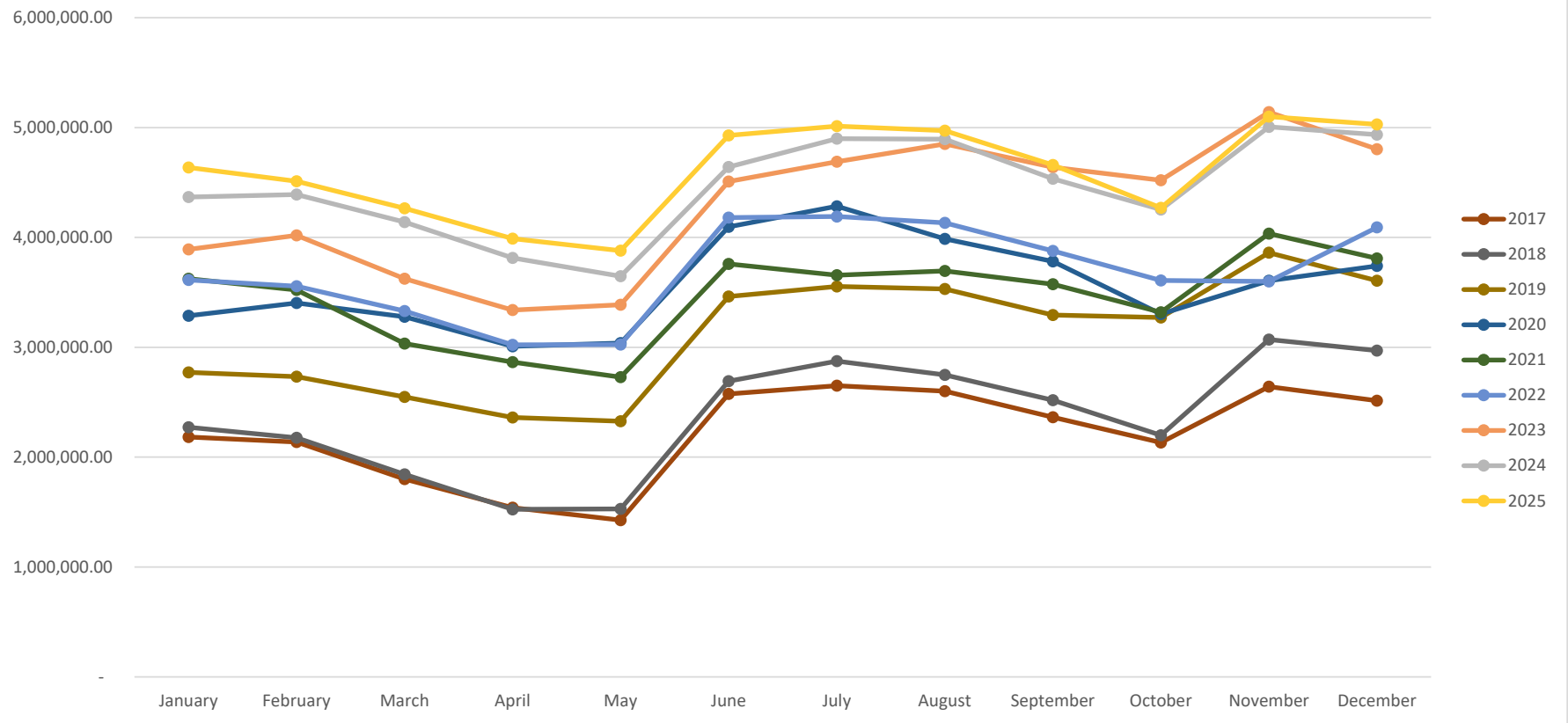
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Human Service's Month End Balance

	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	3,989,705.35	71.16%
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	3,879,308.31	69.19%
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	4,927,896.30	87.89%
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	5,013,794.21	89.42%
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	4,971,231.14	88.67%
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	4,658,845.33	83.09%
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	4,268,708.13	76.14%
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	5,099,688.11	90.96%
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	5,028,221.38	89.68%
Expense Budget									5,606,750.00	

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

Human Services Cash Balance 2017-2025



**Pennington County Human Services
Income Maintenance Unit
2025 Active Cases by Program**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cash												
MFIP	32	35	37	36	39	39	47	48	49	50	47	46
DWP	4	4	2	3	2	1	1	1	1	2	4	3
GA	44	47	52	53	57	56	56	53	50	47	42	45
GRH	44	41	41	40	42	45	45	44	42	44	43	43
MSA	48	48	49	49	48	47	48	45	46	43	39	39
EA	1	1	1	0	0	1	1	1	3	0	0	0
EGA	0	1	0	0	0	0	1	0	0	0	0	0
TOTAL	173	177	182	181	188	189	199	192	191	186	175	176

Food												
SNAP	605	617	612	604	605	617	614	624	626	621	610	593
TOTAL	605	617	612	604	605	617	614	624	626	621	610	593

Health Care												
MA (MAXIS)	480	473	471	475	473	477	493	494	494	491	486	486
IMD	1	1	1	1	1	1	1	1	1	2	2	1
QMB	249	245	238	240	237	239	252	257	254	252	251	251
SLMB	58	59	58	57	57	58	53	51	55	52	53	50
QI-1	23	23	24	23	22	21	19	18	19	19	20	19
MA (METS/MNsure)	958	969	979	979	994	994	991	990	996	989	1002	1001
MCRE (METS)	64	59	66	63	75	73	64	64	65	69	69	76
TOTAL	1,833	1,829	1,837	1,838	1,859	1,863	1,873	1,875	1,884	1,874	1,883	1,884

Total Active Programs												
	2,611	2,623	2,631	2,623	2,652	2,669	2,686	2,691	2,701	2,681	2,668	2,653

Total Active Cases												
	2,000	2,005	2,023	2,020	2,047	2,056	2,058	2,063	2,068	2,064	2,057	2,046

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

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	46	103	37	66	Minnesota Family Investment Program
DWP	3	13	4	9	Diversionary Work Program
GA	45	45	45	0	General Assistance
GRH	43	43	43	0	Group Residential Housing
MSA	39	39	39	0	Minnesota Supplement Aid
EA	0	0	0	0	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
TOTAL	176	243	168	75	

Food					
SNAP	593	1,116	687	429	Supplemental Nutrition Assistance Program
TOTAL	593				

Health Care					
MA (MAXIS)	486	493	412	81	Medical Assistance
IMD	1	1	1	0	Institute for Mental Disease
QMB	251	253	253	0	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	50	52	52	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	19	20	20	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	1,001				Medical Assistance (as of).
MCRE (METS)	76				MinnesotaCare (as of).
TOTAL	1,884	819	738	81	

TOTAL ACTIVE PROGRAMS:	2,653
TOTAL ACTIVE CASES:	2,046

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

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
TOTAL						EA	\$0.00	
						EGA	\$0.00	

Denials

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157540	11/6/2025	613205	None	1 adult - unemployed, recs RSDI.	0	None	EGA denied - no emergency.	12/8/2025
X157540	12/8/2025	242116	Heat/Furnace Fix	1 adult - receives unemployment	0	Unknown	EGA denied - emergency was resolved.	12/10/2025
X157539	11/10/2025	701665	Rent	1 adult - employed, recs RSDI	1	\$1300 rent	EA denied - verifications not received - plus she just recd lump sum from RSDI.	12/10/2025
X157540	12/1/2025	2214946	Homeless	1 adult - unemployed	0	None	EGA denied - client is incarcerated, no emergency.	12/12/2025
X157540	11/17/2025	2661409	Homeless	1 adult - unemployed	0	None	EGA denied - client did not secure permanent housing and does not have an income source. Case pending 30 days.	12/17/2025

Emergency Rental Expenditures

Date	Case Number	Paid To	Amount Paid
4/10/25	155978	Jamar North Rentals Co, LLC	\$ 735.00
4/25/25	723053	Oak Lodge Apartments LLC	\$ 650.00
5/27/25	149382	Greendale Manor	\$225.00
8/7/25	1298416	Thief River Rentals	\$1,100.00
8/21/25	2192956	McKenna Properties, LLC	\$1,195.00
9/16/25	2194127	Valley Assisted Living	\$1,000.00
9/30/25	784631	Dennis Yost	\$1,500.00
10/1/25	265369	Valley Assisted Living	\$1,000.00
10/15/25	46685	Valley Assisted Living	\$1,000.00
11/13/25	2662452	Rose Management LLC	\$670.00
12/1/25	2047507	TRF Rentals	\$461.16
TOTAL EXPENDITURES			\$ 9,536.16

\$5,000 allocated

Mar-25

\$9,000 allocated

Sep-25