

Pennington County Human Service Committee

Meeting Agenda

February 17, 2026

12:00 pm

Members Present

_____ Roy Sourdif

_____ Seth Nelson

_____ Dave Sorenson

_____ Neil Peterson

_____ Bruce Lawrence

Section A

- I. Minutes: Review of 01/20/2026 HSC Meeting Minutes
- II. Personnel:
 - A.

- III. General:
 - A. CY 2024 Underspent Child Welfare opiate allocation- agency annual report
 - B. CY 2026 Child Welfare opiate allocation-agency annual report
 - C. CY 2026 Whole-of-State Service Agreement and Work Order Contract with State of Minnesota (MNIT)
 - C. Out-of-Home Cost Report
 - E. Month's End Cash Balance
 - F. 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:

03/17/2026
12:00 pm

04/21/2026
12:00 pm

05/19/2026
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, January 20, 2026, at Pennington County Human Services in the Government Center.

COMMITTEE MEMBERS PRESENT:

Dave Sorenson
Neil Peterson
Bruce Lawrence
Roy Sourdif
Seth Nelson

STAFF MEMBERS PRESENT:

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

COMMITTEE RE-ORGANIZATION: Elections for CY 2026 Committee Chair and Vice-Chair were conducted. Commissioner Dave Sorenson was elected Committee Chair and Commissioner Neil Peterson was elected Committee Vice- Chair.

SECTION A

I. MINUTES:

- A. December 16, 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 announced that Hannah Rud has been hired to fill the Child Protection/Social Worker Position. Ms. Rud starts her employment on February 2, 2026. Upon conclusion of the announcement a recommendation was made to forward this item to the Consent Agenda.

III. GENERAL:

- A. The Director presented information on the Whole-of-State Service Agreement with the State of Minnesota (MNIT). We will wait for the updated information to be received by February to update the Contract.
- B. The Director presented a letter from the Housing Redevelopment Authority for the 2024-2026 Statewide Affordable Housing Aid Dollars. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- C. The Director presented Pennington County Statewide Affordable Housing Aid for \$5,849.50 to go to Pennington County Human Services Emergency Rental Assistance. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.

- D. 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.
- E. The CY 2026 Tri Valley Transportation Business Contract revised between Tri-Valley Opportunity Council and this agency was presented for consideration. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- F. The Out-of-Home Cost Report through December 2025 was presented for Review.
- F. Month’s end cash balance for December 2025 stand at \$5,028,221.38

SECTION B

- I. No Social Service cases were presented for special case review.
- II. Tammy Johnson presented the Emergency Assistance/Emergency General Assistance December 2025 report of activity. The Director also reported the Income Maintenance open case count stands at 2,046.
- 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.

CHILDREN AND FAMILY SERVICES – CHILD SAFETY AND PERMANENCY

Child Welfare opiate allocation – agency annual report

County/tribal agency contact information

COUNTY/TRIBAL AGENCY NAME Pennington County Human Services		CONTACT PERSON Julie Sjostrand, Director	
STREET ADDRESS 101 Main Ave. N.		CITY Thief River Falls	STATE MN
		ZIP CODE 56701	
PHONE NUMBER 218-681-2880	EMAIL ADDRESS jasjostrand@penningtonmn.gov		
BUDGET PERIOD January 1, 2024 - December 31, 2024		TOTAL AMOUNT \$7,354.00	

Budget information

Identify the service/program/staff that funding is being used for:

SERVICE/PROGRAM Flexible spending	
DESCRIPTION Flexible spending will provide services for families affected by addiction to access much needed resources.	
BUDGET FOR THIS PROGRAM/SERVICE \$7,354.00	ACTUAL EXPENDITURES FOR THIS PROGRAM/SERVICE \$4,506.00
WHAT SPECIFIC POPULATION(S) IS/ARE BEING SERVED WITH THIS FUNDING? Families affected by Drugs and Out of Home Placement	
HOW MANY CHILDREN AND FAMILIES WILL BE SERVED? 12 families will be served in Pennington County	
HOW IS EQUITY/DIVERSITY/INCLUSION BEING ADDRESSED WITH THIS PROGRAM/SERVICE? We have and will be doing out reach to families and addressing programs and services that are culturally inclusive.	

Assurances

How did the agency assure that program funds were used appropriately, as directed by law? Check all that apply.

- Budget control procedures for approving expenditures
- Cash management procedures for ensuring program income is used for permitted activities
- Implemented internal policies regarding use of funds, i.e. participant support services
- Other

DESCRIBE PROTOCOL:
Child Protection social workers submit a funds request to the CP Supervisor including the reason for the funds. CP Supervisor reviews the request to ensure it meets requirements to utilize funds. From there, the Director approves payment of bills and sends them to the Fiscal Supervisor for payment.

What procedures are in place to ensure program policies are followed and applied accurately?
 Check all that apply.

- Case Consultation
- Sample case review by workers
- Sample case review by supervisors
- Other

DESCRIBE:
 Supervisor and Caseworkers consult once a week on all cases and as ongoing basis if needed. County Attorney meeting consult is ongoing once a week to review court cases for the following week and any ongoing cases to review. Law Enforcement will meet with Child Protection staff if Needs arise in situations in ongoing case management. Child Protection meets with advocates in ongoing case management.

Assurances

It is understood and agreed by the county/tribal board that:

- Funds granted pursuant to this service agreement will be expended solely for the purposes outlined in Minnesota Statutes, section 256.043, subdivision 3(b) and as outlined in the Opiate Account bulletin;
- Annual reports will be made to the commissioner of the Minnesota Department of Human Services on how funds were used to provide child protection services, including measurable outcomes, as determined by the commissioner, and that documentation is subject to audit;
- Funds must not supplant state or local funding for child protection services for children and families affected by addiction; and
- The allocation is funded with state funds and paid quarterly.

By checking here, I agree to the assurance statement above.

By checking "I agree" and typing my name in the "Electronic Signature" field, I understand that I am electronically signing this form. In addition, I attest and certify that I have verified the profile change against an acceptable form of identification and that the information provided above is true and accurate. I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature. (MN Stat. §325L.07)

<input checked="" type="checkbox"/> I agree	ELECTRONIC SIGNATURE (type name) Elizabeth Gerhart	DATE 1/29/2026
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DHS staff approval:

By checking "I agree" and typing my name in the "Electronic Signature" field, I understand that I am electronically signing this form. In addition, I attest and certify that I have verified the profile change against an acceptable form of identification and that the information provided above is true and accurate. I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature. (MN Stat. §325L.07)

<input checked="" type="checkbox"/> I agree	ELECTRONIC SIGNATURE (type name) Diana Pimentel, Child Safety Consultant	DATE 1/30/2026
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Budget Period: January 1, 2024 - December 31, 2024

Service/Program	Budget	Expenditures	Underspend
Flexible spending	\$7,354.00	\$4,506.00	\$2,848.00
Grand Total:	\$7,354.00	\$4,506.00	\$2,848.00

CHILDREN AND FAMILY SERVICES – CHILD SAFETY AND PERMANENCY

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		ZIP CODE 56701	
PHONE NUMBER 218-681-2880	EMAIL ADDRESS jasjostrand@penningtonmn.gov		
BUDGET PERIOD January 1, 2025 - December 31, 2025		TOTAL AMOUNT \$5,324.00	

Budget information

Identify the service/program/staff that funding is being used for:

SERVICE/PROGRAM Flexible spending	
DESCRIPTION Flexible spending will provide services for families affected by addiction to access much needed resources.	
BUDGET FOR THIS PROGRAM/SERVICE \$5,324.00	ACTUAL EXPENDITURES FOR THIS PROGRAM/SERVICE \$0.00
WHAT SPECIFIC POPULATION(S) IS/ARE BEING SERVED WITH THIS FUNDING? Families affected by Drugs and Out of Home Placement	
HOW MANY CHILDREN AND FAMILIES WILL BE SERVED? 12 families will be served in Pennington County	
HOW IS EQUITY/DIVERSITY/INCLUSION BEING ADDRESSED WITH THIS PROGRAM/SERVICE? We have and will be doing out reach to families and addressing programs and services that are culturally inclusive.	

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<input checked="" type="checkbox"/> I agree	ELECTRONIC SIGNATURE (type name) Diana Pimentel, Child Safety Consultant	DATE 1/30/2026
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Budget Period: January 1, 2025 - December 31, 2025

Service/Program	Budget	Expenditures	Underspend
Flexible spending	\$5,324.00	\$0.00	\$5,324.00
Grand Total:	\$5,324.00	\$0.00	\$5,324.00

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Jan-26**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	43	97	32	65	Minnesota Family Investment Program
DWP	2	14	4	10	Diversionsary Work Program
GA	45	45	45	0	General Assistance
GRH	46	46	46	0	Group Residential Housing
MSA	42	42	42	0	Minnesota Supplement Aid
EA	0	0	0	0	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
TOTAL	178	244	169	75	

SNAP/Food					
SNAP	597	1,101	681	420	Supplemental Nutrition Assistance Program
TOTAL	597				

Health Care					
MA (MAXIS)	486	493	411	82	Medical Assistance
IMD	1	1	1	0	Institute for Mental Disease
QMB	250	252	252	0	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	54	56	56	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	18	19	19	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	989				Medical Assistance (as of 1/6/2026)
MCRE (METS)	69				MinnesotaCare (as of 1/6/2026)
TOTAL	1,867	821	739	82	

TOTAL ACTIVE PROGRAMS:	2,642
TOTAL ACTIVE CASES:	2,023

Pennington County Human Services
 Out Of Home Placement Costs
 Year Ending December 31, 2026 & 2025

SS SS

	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	YTD	YTD 2025	Change	
Expense																
Foster Care	14,501.49													14,501.49	3,145.26	361.1%
Rule 4														-	-	
Rule 8														-	-	
Rule 5														-	12,399.05	-100.0%
Corrections	39,034.00													39,034.00	19,146.58	103.9%
Adoption Aid														-	-	
Totals	53,535.49	-	-	-	-	-	-	-	-	-	-	-	53,535.49	34,690.89	54.3%	
Revenue																
Reimburse														-	-	
MH Recovery														-	3,266.05	-100.0%
4E Recovery														-	-	
NFC Settlement														-	-	
Totals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,266.05	-100.0%
Net Expense	53,535.49	-	-	-	-	-	-	-	-	-	-	-	53,535.49	31,424.84	70.36%	

2025 Totals 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

YTD Change 22,110.65 (25,383.12) (75,023.88) (130,303.04) (171,385.18) (214,456.43) (248,369.61) (300,243.67) (358,494.01) (407,582.60) (459,164.16) (501,286.37)

	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
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
Rule 4													-
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
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
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
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
4E Recovery					1,031.00			1,462.00				4,057.00	6,550.00
NFC Settlement													-
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
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

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	2026	% 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	4,693,239.56	77%
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	0.00	0
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	0.00	0
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	0.00	0
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	0.00	0
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	0.00	0
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	0.00	0
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	0.00	0
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	0.00	0
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	0.00	0
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	0.00	0
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	0.00	0

Expense Budget 6,134,154.00

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

Human Services Cash Balance 2017-2025

