

Name of County

Polk County, Minnesota

Date of Meeting

January 17, 2023, Convened at 8:01 A.M. – Adjourned at 9:17 A.M.

Board Members Present

Warren Strandell – Chair
Gary Willhite – Vice Chair
Joan Lee – Commissioner
Cathy Gutterud – Secretary
Paula Waters – Board Member

Board Members Absence

Mark Holy – Commissioner

Staff Present

Karen Warmack, Director
Randy Beggs, Fiscal Supervisor I
Betty Solie, Support Services Supervisor
Ashley Jacobson, Case Aide
LeAnn Holte, Financial Assistance Supervisor II
Jon Street, Financial Assistance Supervisor I
Melissa Hesby, Child Support Supervisor

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Commissioner Willhite, seconded by Commissioner Lee, and adopted unanimous vote of the Board to approve the Minutes from the December 20, 2022, Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Lee, seconded by Board Member Gutterud, and adopted by unanimous vote of the Board to approve the meeting Agenda for January 17, 2023, Polk County Social Service Board Meeting.

Review of the Cases and Claims

A motion was made by Commissioner Willhite, seconded by Commissioner Strandell, and adopted by unanimous vote of the Board to approve the Cases and Claims as follows:

Admin

Medicare Part B	\$7,611.40
Administration	\$38,171.34
Employee & Board	\$2,920.05

Non-Public

Year End	\$309,242.65
Year End Special Run	\$204,349.91
Payroll Pay Date 01-06-23	\$345,870.53
1 st of the Month	\$4,174.44
Special Run	\$15.00
MA Insurance	\$15,652.37
Medical Transportation	\$12,698.27
POS ACH 1-20-23	\$936.58
POS 1-20-23	\$120,757.29
Payroll Pay Date 1-20-23	\$351,942.02

Warrants for Publication

Warrants Approved on 01/17/2023 for Payment 12/29/2022

<u>Vendor Name</u>	<u>Amount</u>
Cease Family Funeral Home – Bagley	\$2,650.00
Kelly Temporary Services	\$2,090.69
Marshall County Social Services	\$2,872.00
Pennington County Human Services	\$4,287.00
Polk County IS Department	\$22,533.73
Polk County, MN	\$162,918.12
Roseau County Social Service Center	\$5,905.00
3 Payments less than 2000	\$1,093.37
Final Total:	\$204,349.91

Warrants for Publication

Warrants Approved on 01/17/2023 for Payment 01/05/2023

<u>Vendor Name</u>	<u>Amount</u>
Northland Business Systems Inc.	\$2,778.12
2 Payments less than 2000	\$1,396.32
Final Total:	\$4,174.44

Warrants for Publication

Warrants Approved on 01/17/2023 for Payment 01/10/2023

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	\$15.00
Final Total:	\$15.00

Warrants for Publication

Warrants Approved on 01/17/2023 for Payment 01/20/2023

<u>Vendor Name</u>	<u>Amount</u>
Historic Norman Funeral Home	\$5,285.00
Polk County, MN	\$14,642.97
Verizon Wireless	\$4,701.27
31 Payments less than 2000	\$13,542.10
Final Total:	\$38,171.34

Warrants for Publication
Warrants Approved on 01/17/2023 for Payment 01/20/2023

<u>Vendor Name</u>	<u>Amount</u>
18 Payments less than 2000	\$2,920.05
Final Total:	\$2,920.05

Personnel

The Director informed the Board regarding the Probationary Appointment of Melinda Larson, Office Support Specialist, effective January 30, 2023.

The Director reviewed with the Board the Personnel Organizational Chart dated January 17, 2023.

The Director informed the Board regarding the request for Human Service Manager position. Discussion was held amongst the Board. This request was referred to County Board.

Budget

The Director and Randy Beggs, Fiscal Supervisor I, reviewed with the Board the following Budget Reports:

Social Services Budget Report – December 2022.

2022 Social Services Budget Review – December 2022.

Social Services Month End Fund Balance Summary – 1999 through December 2022.

Jon Street, Financial Assistance Supervisor I, spoke to the Board regarding MA Recoveries and the Burial Expense Reports for 2022.

Out-of-Home Placement Cost Expenditures Report – 2020 through December 2022.

Out of Home Placement Report – December 2022.

County Board Information

The Director reviewed the following contracts with the Board and referred them to County Board.

Personal Money Management for 2023.

Wellness in the Woods Contract for 2023.

The Director shared information with the Board regarding State contract delays. Discussion was held amongst the Board.

Program Information

Screened in Child Protection/APS Report – December 2022.

Child Support Collection & Distribution Report for 2022.

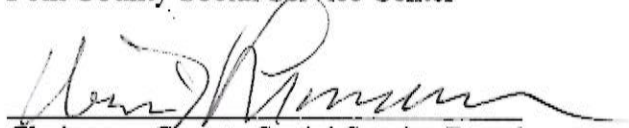
Income Maintenance Report – December 2022.

Melissa Hesby, Child Support Supervisor, spoke to the Board regarding Child Support changes for 2023.


LeAnn Holte, Financial Assistance Supervisor II, and Jon Street, Financial Assistance Supervisor I, spoke to the Board regarding changes to financial and health care programs.



Karen Warmack, Director
Polk County Social Service Center



Chairman, County Social Service Board

Attest: 

Secretary, County Social Service Board