

Name of County

Polk County, Minnesota

Date of Meeting

January 21, 2020 Convened at 8:00 A.M. – Adjourned at 9:05 A.M.

Board Members Present

Gary Willhite – Chair  
Gerald Jacobson – Vice Chair  
Joan Lee – Commissioner  
Don Diedrich – Commissioner  
Warren Strandell, Commissioner  
Paula Waters - Secretary  
Cathy Gutterud – Board Member

Staff Present

Karen Warmack, Director  
Betty Solie, Support Services Supervisor  
Randy Beggs, Fiscal Supervisor I  
Jon Street, Financial Assistance Supervisor I  
LeAnn Holte, Financial Assistance Supervisor II

Others Present

Chuck Whiting, County Administrator  
Bonny Stechmann, NW MN Field Operations Area Manager

Minutes

A motion was made by Commissioner Diedrich, seconded by Board Member Gutterud and adopted by unanimous vote of the Board to approve the Minutes from the December 17, 2019 Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Lee, seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the meeting Agenda for January 21, 2020 Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

|                  |              |
|------------------|--------------|
| Medicare Part B  | \$7,781.10   |
| Employee & Board | \$3,922.82   |
| Administrative   | \$158,450.20 |

Non Public

|                             |              |
|-----------------------------|--------------|
| Special Run                 | \$3,400.45   |
| Payroll – Pay date 12-27-19 | \$318,402.96 |

|                              |              |
|------------------------------|--------------|
| Special Run 2                | \$102,787.05 |
| POS                          | \$284,193.44 |
| MA Insurance 12-27-19        | \$233.85     |
| POS 12-31-19                 | \$112,879.75 |
| 1 <sup>st</sup> of the Month | \$15.00      |
| Payroll – Pay date 01-10-20  | \$318,820.91 |
| Medical Transportation       | \$16,928.27  |
| MA Insurance                 | \$9,219.70   |
| SS 2020 January 24 POS #1    | \$174,454.67 |
| Payroll – Pay date 01-24-20  | \$314,289.60 |

**Warrants for Publication**

**Warrants Approved on 1/21/2020 for Payment 12/19/2019**

| <u>Vendor Name</u>              | <u>Amount</u> |
|---------------------------------|---------------|
| MN Child Support Payment Center | \$3,400.45    |
| Final Total:                    | \$3,400.45    |

**Warrants for Publication**

**Warrants Approved on 1/21/2020 for Payment 12/27/2019**

| <u>Vendor Name</u>              | <u>Amount</u> |
|---------------------------------|---------------|
| Carlin Family Funeral Service   | \$2,650.00    |
| DHS – Swift                     | \$58,629.39   |
| Fleet Services                  | \$5,716.23    |
| Gregory J Norman Funeral Chapel | \$2,650.00    |
| Polk County Administrator       | \$28,566.28   |
| 11 Payments less than 2000      | \$4,575.15    |
| Final Total:                    | \$102,787.05  |

**Warrants for Publication**

**Warrants Approved on 1/21/2020 for Payment 1/3/2020**

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

**Warrants for Publication**

**Warrants Approved on 1/21/2020 for Payment 1/24/2020**

| <u>Vendor Name</u>              | <u>Amount</u> |
|---------------------------------|---------------|
| Assoc of Minnesota Counties     | \$3,065.00    |
| Cremation Society of Minnesota  | \$2,659.15    |
| DHS – Swift                     | \$2,193.09    |
| Enterprise FM Trust             | \$2,530.14    |
| Gregory J Norman Funeral Chapel | \$2,650.00    |
| MCCC MI 33                      | \$5,576.00    |
| Next Chapter Technology Inc     | \$96,779.00   |

|                            |              |
|----------------------------|--------------|
| Polk County Administrator  | \$15,221.41  |
| Stenshoel-Houske           | \$10,652.00  |
| Verizon Wireless           | \$2,311.33   |
| 32 Payments less than 2000 | \$14,813.08  |
| Final Total:               | \$158,450.20 |

### Warrants for Publication

#### Warrants Approved on 1/21/2020 for Payment 1/24/2020

| <u>Vendor Name</u>         | <u>Amount</u> |
|----------------------------|---------------|
| 39 Payments less than 2000 | \$3,922.82    |
| Final Total:               | \$3,922.82    |

### Personnel

The Director informed the Board regarding the Probationary Appointment of Connie Wood, Office Support Specialist, effective January 22, 2020.

The Director informed the Board regarding the Resignation of Judy Hauschulz, Eligibility Worker, effective January 24, 2020. Request for replacement was referred to County Board.

The Director informed the Board regarding the Retirement of Debra Hanson, Case Aide, effective April 10, 2020. Request for request was made and approved at County Board on January 7, 2020.

The Director informed the Board regarding the Resignation of Heather Ortiz, Accounting Technician, effective February 3, 2020. Request for request was referred to County Board.

The Director reviewed with the Board the current open positions.

The Director reviewed with the Board the Personnel Organizational Chart dated January 21, 2020.

### Budget

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

Social Services Budget Review Report for both Income Maintenance and Social Services – December 2019.

Social Services Month End Fund Balance Summary – 2009 through December 2019.

Out-of-Home Placement Cost Expenditures Report – 2017 through December 2019.

Out-of-Home Placement Report – December 2019.

Screened in Child Protection Reports – December 2019.

Child Protection Information for December 2019.

Adult Mental Health Placement Costs for State Operated Services – December 2019.

Adult Mental Health Commitments Report – December 2019.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – December 2019.

Burial Expense Report – 2018 through December 2019.

Purchase of Services

The Director informed the Board regarding the 2020 Contract with the Northwestern Mental Health Center. This contract was referred to County Board.

The Director informed the Board regarding the Amendment to the Regional Crisis Mental Health Grant. This amendment was referred to County Board.

Other

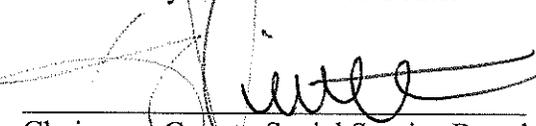
Income Maintenance Caseload Report – January 2019 through December 2019.

Jon Street, Financial Assistance Supervisor, spoke to the Board regarding Able-Bodied Adults without dependents (ABAWD).

Child Support Collection & Distribution Reports – December 2019.

Bonny Stechmann, NW MN Field Operations Area Manager, and LeAnn Holte, Financial Assistance Supervisor II, spoke to the Board regarding services provided through Deed.

  
\_\_\_\_\_  
Karen Warmack, Director  
Polk County Social Service Center

  
\_\_\_\_\_  
Chairman, County Social Service Board

Attest:   
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Secretary, County Social Service Board