

Name of County

Polk County, Minnesota

Date of Meeting

February 18, 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  
Karen Barnes, Social Worker

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Commissioner Diedrich, seconded by Board Member Waters and adopted by unanimous vote of the Board to approve the Minutes from the January 21, 2020 Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Strandell, seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the meeting Agenda for February 18, 2020 Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

Administrative	\$76,243.06
Employee and Board	\$2,670.81
Medicare Part B	\$6,073.20

Non Public

Medical Transportation	\$324.50
SS 2020 January 31 POS	\$29,276.41
Payroll – Pay date 02-07-20	\$315,214.64
POS 2/21/20	\$164,568.29
MA Insurance	\$5,801.72

Medical Transportation	\$9,761.25
Payroll – Paydate 2/21/20	\$315,990.19

**Warrants for Publication**

**Warrants Approved on 2/18/2020 for Payment 2/21/2020**

<u>Vendor Name</u>	<u>Amount</u>
DHS – Swift	\$22,710.97
Enterprise FM Trust	\$4,416.08
Fleet Services	\$5,892.06
Fredrikson-Ganje Funeral Home	\$2,650.00
Polk County Administrator	\$17,633.71
Stenshoel-Houske	\$8,002.00
Verizon Wireless	\$2,175.91
WEX Bank	\$2,198.41
36 Payments less than 2000	\$10,563.92
Final Total:	\$76,243.06

**Warrants for Publication**

**Warrants Approved on 2/18/2020 for Payment 2/21/2020**

<u>Vendor Name</u>	<u>Amount</u>
33 Payments less than 2000	\$2,670.81
Final Total:	\$2,670.81

Personnel

The Director informed the Board regarding the Probationary Appointment of Ashley Jacobson, Case Aide, effective February 3, 2020.

The Director informed the Board regarding the Probationary Appointment of Morgan Blomquist, Eligibility Worker, effective March 9, 2020.

The Director informed the Board regarding the Resignation of Tanner Hendrickson, Social Worker CPS, effective March 13, 2020. Request for replacement was referred to County Board.

The Director informed the Board regarding the Resignation of Tracy Smith, Social Worker, effective February 19, 2020. Request for replacement 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 February 18, 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 – January 2020.

Social Services Month End Fund Balance Summary – 2009 through January 2020.

Out-of-Home Placement Cost Expenditures Report – 2018 through January 2020.

Out-of-Home Placement Report – January 2020.

Screened in Child Protection Reports – January 2020.

Child Protection Information for January 2020.

Adult Mental Health Placement Costs for State Operated Services – January 2020.

Adult Mental Health Commitments Report – January 2020.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – January 2020.

Burial Expense Report – 2019 through January 2020.

#### Purchase of Services

The Director informed the Board regarding the Memorandum of understanding with the Northwestern Mental Health Center to accommodate the temporary co-location of Polk County Staff in the NWMHC EGF office beginning February 1, 2020 until the conclusion of the renovations. This memorandum was referred to County Board.

The Director informed the Board regarding the 2020 Contract for Adult Mental Health Initiative with Sanford Behavioral Health Center. This contract was referred to County Board.

The Director informed the Board regarding the 2020 Contract for Crisis Mental Health Service Grant with Sanford Behavioral Health Center. This Contract was referred to County Board.

#### General Business

The Director shared the 2020 Social Services Board meeting dates with the Board.

#### Other

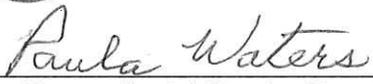
Income Maintenance Unit 2020 Active Cases by Program Report.

Child Support Collection & Distribution Reports – January 2020.

The Director and Karen Barnes, Social Worker shared information with the Board regarding DAANES Report for 2018 for Polk County. Information was shared regarding substance abuse.

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

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

Attest:   
\_\_\_\_\_  
Secretary, County Social Service Board