

Name of County

Polk County, Minnesota

Date of Meeting

March 17, 2020 Convened at 8:00 A.M. – Adjourned at 9:25 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
LeAnn Holte, Financial Assistance Supervisor II
Jon Street, Financial Assistance Supervisor I
Victoria Ramirez, Social Services Supervisor
Molly Paulsrud, Social Services Supervisor
Cheryl Smart, Social Services Supervisor
Megan Starr, Social Services Supervisor
Melissa Hesby, Child Support Supervisor

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Commissioner Diedrich, seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Minutes from the February 18, 2020 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 March 17, 2020 Polk County Social Service Board Meeting with additions.

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	\$9,254.40
Administration	\$76,740.46
Employee & Board	\$3,397.35

<u>Non Public</u>	
Special Run	\$3,668.98
POS 2/28/20	\$58,239.83
Special Run	\$15.00
Payroll – Paydate 3/6/20	\$315,550.02
1 st of the Month	\$325,971.70
Special Run	\$15.00
POS	\$189,893.26
MA Insurance	\$10,689.32
Medical Transportation	\$14,613.62
Payroll – Paydate 3/20/20	\$312,106.59

Warrants for Publication

Warrants Approved on 3/17/2020 for Payment 2/21/2020

<u>Vendor Name</u>	<u>Amount</u>
Peterson/Kayla	\$2,826.00
2 Payments less than 2000	\$842.98
Final Total:	\$3,668.98

Warrants for Publication

Warrants Approved on 3/17/2020 for Payment 2/28/2020

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

Warrants for Publication

Warrants Approved on 3/17/2020 for Payment 3/06/2020

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$5,868.34
Kittson County Social Services	\$64,059.00
Mahnomen County Human Services	\$36,608.00
Marshall County Social Services	\$71,955.00
Norman County Social Services	\$54,835.00
Pennington County Human Services	\$31,571.00
Red Lake County Social Services	\$19,799.00
Roseau County Social Service Center	\$39,357.00
5 Payments less than 2000	\$1,919.36
Final Total:	\$325,971.70

Warrants for Publication

Warrants Approved on 3/17/2020 for Payment 3/13/2020

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

Warrants for Publication
Warrants Approved on 3/17/2020 for Payment 3/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Boulger Funeral Home	\$2,650.00
Carlin Family Funeral Home	\$10,600.00
Dahl Funeral Home	\$5,300.00
DHS – SWIFT	\$28,811.82
Kelly Temporary Services	\$2,809.04
Polk County Administrator	\$12,898.11
Verizon Wireless	\$2,217.88
23 Payments less than 2000	\$11,453.61
Final Total:	\$76,740.46

Warrants for Publication
Warrants Approved on 3/17/2020 for Payment 3/20/2020

<u>Vendor Name</u>	<u>Amount</u>
41 Payments less than 2000	\$3,397.35
Final Total:	\$3,397.35

Personnel

The Director informed the Board regarding the Probationary Appointment of Ashley Elwood, Accounting Technician, effective May 1, 2020.

The Director informed the Board regarding the Probationary Appointment of Ember DeCouteau, Social Worker, effective March 23, 2020.

The Director informed the Board regarding the Probationary Appointment of Maribeth Melbye, Office Support Specialist, effective March 30, 2020.

The Director informed the Board regarding the Probationary Appointment of Madison Ringdahl, Social Worker CPS, effective March 30, 2020.

The Director informed the Board regarding the Resignation of Laura Van Erem, Child Support Officer, effective March 20, 2020. Request for replacement was referred to County Board.

The Director informed the Board regarding the Resignation of Desirae Simmons, Eligibility Worker, effective April 2, 2020. Request for replacement was referred to County Board.

The Director informed the Board regarding the Resignation of Trista Halland, Child Support Officer, effective April 10, 2020. Request for replacement was referred to County Board.

The Director informed the Board regarding the Resignation of Justin Morken, Eligibility Worker, effective April 11, 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 March 17, 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 – February 2020.

Social Services Month End Fund Balance Summary – 1999 through February 2020.

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

Out-of-Home Placement Report – February 2020.

Screened in Child Protection Reports – February 2020.

Child Protection Information for February 2020.

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

Adult Mental Health Commitments Report – February 2020.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – February 2020.

Burial Expense Report – 2019 through February 2020.

Other

Income Maintenance Unit 2020 Active Cases by Program Report.

Child Support Collection & Distribution Reports – February 2020.

March is Social Work Month.

The Director and Social Services Leadership team spoke to the Board regarding COVID-19 the concerns and the impact the agency is going through with trying to implement social distancing for our staff but still need to provide the required services. Discussion was held amongst the Board.

Karen Warmack
Karen Warmack, Director
Polk County Social Service Center

[Signature]
Chairman, County Social Service Board

Attest: Paula Waters
Secretary, County Social Service Board