

Name of County

Polk County, Minnesota

Date of Meeting

March 21, 2023, Convened at 8:00 A.M. – Adjourned at 9:20 A.M.

Board Members Present

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

Staff Present

Karen Warmack, Director
Randy Beggs, Fiscal Supervisor I
Betty Solie, Support Services Supervisor
Ashley Jacobson, Case Aide
Molly Paulsrud, Social Services Supervisor
Megan Starr, Social Services Supervisor
Marni Kelly, Social Services Supervisor
Alicia Qualley, Social Worker
Ashley Glass, Social Worker CPS
Holly Thorssen, Social Worker CPS

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Commissioner Willhite, seconded by Board Member Waters, and adopted unanimous vote of the Board to approve the Minutes from the February 21, 2023, 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 March 21, 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	\$5,606.60
Administration	\$82,698.43
Employee & Board	\$1,123.16

<u>Non-Public</u>	
POS 3-21-23	\$81,853.44
Medical Transportation	\$457.56
1 st of the Month	\$245,435.49
Payroll Pay Date 3-17-23	\$351,081.38
POS ACH 3-24-23	\$1,621.77
POS 3-24-23	\$211,950.64
MA Insurance	\$7,981.81
Medical Transportation	\$4,061.35
Payroll Pay Date 2-17-23	\$288,508.68

Warrants for Publication

Warrants Approved on 03/21/2023 for Payment 03/10/2023

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$2,225.32
Mahnomen County Human Services	\$8,639.00
Marshall County Social Services	\$17,723.00
Next Chapter Technology, Inc.	\$107,959.00
Norman County Social Services	\$7,028.00
Pennington County Human Services	\$50,052.00
Red Lake County Social Services	\$11,510.00
Roseau County Social Service Center	\$38,825.00
3 Payments less than 2000	\$1,474.17
Final Total:	\$245,435.49

Warrants for Publication

Warrants Approved on 03/21/2023 for Payment 03/24/2023

<u>Vendor Name</u>	<u>Amount</u>
Carlin Family Funeral Service	\$2,650.00
Clay County IT Department	\$10,500.00
DHS – SWIFT	\$16,587.97
Fleet Services	\$2,225.32
Polk County IS Department	\$5,584.03
Polk County, MN	\$17,376.04
Stenshoel-Houske	\$10,600.00
Verizon Wireless	\$4,680.68
34 Payments less than 2000	\$12,494.39
Final Total:	\$82,698.43

Warrants for Publication

Warrants Approved on 03/21/2023 for Payment 03/24/2023

<u>Vendor Name</u>	<u>Amount</u>
18 Payments less than 2000	\$1,123.16
Final Total:	\$1,123.16

Personnel

The Director informed the Board regarding the Status Change of Marna Kelly, Social Services Supervisor, effective March 20, 2023. The Director introduced Marna Kelly, Social Services Supervisor to the Board.

The Director informed the Board regarding the Status Change of Alicia Qualley, Social Worker, effective January 5, 2023.

The Director informed the Board regarding the Status Change of Victoria Ramirez, Social Service Manager, effective March 27, 2023.

The Director informed the Board regarding the Resignation of Meagan Brault, Eligibility Worker, effective March 17, 2023. Request for replacement was referred to County Board.

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

Budget

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

Social Services Budget Report – February 2023.

2022 Social Services Budget Review – February 2023.

Social Services Month End Fund Balance Summary – 1999 through February 2023.

Burial Report – 2022 through February 2023.

Out-of-Home Placement Cost Expenditures Report – 2021 through February 2023.

Out of Home Placement Report – February 2023.

County Board Information

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

Contract with Alluma for adult and children crisis grant.

Contract with Alluma to provide support to Medicaid Home and Community Based Services.

Contract with DHS for adult and children crisis grant.

Contract with DHS to provide support to Medicaid Home and Community Based Services.

Contract with Sanford for adult and children crisis grant.

Program Information


Screened in Child Protection/APS Report – February 2023.

Income Maintenance Report – February 2023.

Betty Solie, Support Services Supervisor and Ashley Jacobson, Case Aide, spoke to the Board regarding self service station available in each office.

Molly Paulsrud, Social Services Supervisor, Alicia Qualley, Social Worker, Ashley Glass, Social Worker CPS, and Holly Thorssen, Social Worker CPS, spoke to the Board regarding Social Work month, March 2023.

Molly Paulsrud, Social Services Supervisor, shared with the Board regarding Substance Use Disorder, treatment episodes and county cost. Discussion was held amongst the Board.



Karen Warmack, Director
Polk County Social Service Center



Chairman, County Social Service Board

Attest: 

Secretary, County Social Service Board