

Name of County

Polk County, Minnesota

Date of Meeting

April 20, 2021 Convened at 8:05 A.M. – Adjourned at 9:07 A.M.

Board Members Present

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

Board Members Absence

Gerald Jacobson – Chair

Staff Present

Karen Warmack, Director  
Randy Beggs, Fiscal Supervisor I  
Betty Solie, Support Services Supervisor  
Cheryl Smart, Social Services Supervisor  
Miranda Casetta, Social Worker CPS  
Sheila Razmyslowski, Social Worker CPS

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Board Member Gutterud, seconded by Board Member Waters and adopted unanimous vote of the Board to approve the Minutes from the March 16, 2021 Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Willhite, seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the meeting Agenda for April 20, 2021 Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

Medicare Part B	\$8,140.20
Administration	\$73,813.20
Employee & Board	\$293.77

Non-Public

Special Run	\$1,500.00
POS 3-31-21	\$88,272.90
Payroll – Paydate 04/02/21	\$277,281.09
1 <sup>st</sup> of the Month	\$220,122.13
Payroll – Paydate 04/16/21	\$333,047.85
POS 4-23-21	\$577,373.16
MA Insurance	\$8,720.74
Medical Transportation	\$11,581.18

**Warrants for Publication**  
**Warrants Approved on 4/20/2021 for Payment 3/30/2021**

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	\$1,500.00
Final Total:	\$1,500.00

**Warrants for Publication**  
**Warrants Approved on 4/20/2021 for Payment 4/09/2021**

<u>Vendor Name</u>	<u>Amount</u>
Bremer Financial Services	\$2,604.00
Crossroads	\$3,792.78
Fleet Services	\$5,783.16
Mahnomen County Human Services	\$8,423.00
Marshall County Social Services	\$7,143.00
Norman County Social Services	\$12,492.00
Pennington County Human Services	\$108,393.00
Red Lake County Social Service	\$7,460.00
Roseau County Social Service Center	\$55,034.00
Walton/Jacob	\$4,434.73
13 Payments less than 2000	\$4,562.46
Final Total:	\$220,122.13

**Warrants for Publication**  
**Warrants Approved on 4/20/2021 for Payment 4/23/2021**

<u>Vendor Name</u>	<u>Amount</u>
AlertMedia	\$4,411.00
DHS – Swift	\$28,873.82
Fredrikson-Ganje Funeral Home	\$2,650.00
Polk County Administrator	\$18,464.57
Stenshoel-Houske	\$2,650.00
Verizon Wireless	\$5,082.91
30 Payments less than 2000	\$11,680.90
Final Total:	\$73,813.20

**Warrants for Publication**  
**Warrants Approved on 4/20/2021 for Payment 4/23/2021**

<u>Vendor Name</u>	<u>Amount</u>
5 Payments less than 2000	\$293.77
Final Total:	\$293.77

## Personnel

The Director informed the Board regarding the Status Change of Ashley Jacobson, Office Support Specialist, effective March 30, 2021.

The Director informed the Board regarding the Status Change of Kevin Shibata, Social Worker, effective June 21, 2021.

The Director informed the Board regarding the Resignation of Jessica Rarick, Child Support Officer, effective April 30, 2021. Request for replacement was referred to County Board.

The Director informed the Board regarding the Resignation of Sydney Moug, Social Worker CPS, effective May 21, 2021. Request for replacement was approved at County Board on April 6, 2021.

The Director reviewed with the Board the Personnel Organizational Chart dated April 20, 2021.

## Budget

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

Social Services Budget Report – March 2021.

2021 Social Services Budget Review – March 2021.

Social Services Month End Fund Balance Summary – 1999 through March 2021.

Out-of-Home Placement Cost Expenditures Report – 2019 through March 2021.

Out-of-Home Placement Report – March 2021.

Screened in Child Protection Reports – March 2021.

Child Protection Information Report.

Adult Mental Health Placement Costs for State Operated Services – March 2021.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – March 2021.

Burial Expense Report – 2020 through March 2021.

## Other

Income Maintenance Unit 2021 Active Cases by Program Report.

Child Support Collection & Distribution Reports – March 2021.

Cheryl Smart, Social Services Supervisor, Sheila Razmyslowski, Social Worker CPS, and Miranda Casetta, Social Worker CPS, shared information with the Board regarding Child Protection Services. April is Child Abuse prevention month.

Karen Warmack  
Karen Warmack, Director  
Polk County Social Service Center

Joan K Lee  
Chairman, County Social Service Board

Attest: Landy Gutterus  
Secretary, County Social Service Board