

Name of County

Polk County, Minnesota

Date of Meeting

April 21, 2020 Convened at 8:04 A.M. – Adjourned at 9:13 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 Board Member Gutterud, seconded by Board Member Waters and adopted by unanimous vote of the Board to approve the Minutes from the March 17, 2020 Polk County Social Service Board Meeting.

Agenda

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

Review of the Cases and Claims

A motion was made by Commissioner Willhite to table the Cases and Claims until the cases and claims can be reviewed. This motion was seconded by Commissioner Diedrich, Yea vote entered by Commissioner Strandell, Yea vote entered by Commissioner Lee, Yea vote entered by Commissioner Jacobson, Yea vote entered by Board Member Gutterud, Yea vote entered by Board Member Waters, Yea vote entered by Commissioner Diedrich, and Yea vote entered by Commissioner Willhite. The motion was carried by unanimous vote of the Board to table the Cases and Claims until they have been reviewed.

Admin

Medicare Part B 3-25-20	\$144.60
Medicare Part B	\$7,663.80
Administration	\$150,034.07
Employee & Board	\$1,574.79

Non Public

Special Run#2	\$57,703.00
POS 3/31/20	\$589,291.20
Payroll – Paydate 4/3/20	\$304,910.31
Medical Transportation	\$147.00
1 st of the Month	\$9,801.99
Payroll – Paydate 4-17-20	\$320,008.36
POS 4-24-20	\$394,577.28
MA Insurance	\$11,050.13
Medical Transportation	\$20,358.86

Warrants for Publication

Warrants Approved on 4/21/2020 for Payment 3/23/2020

<u>Vendor Name</u>	<u>Amount</u>
Kittson County Social Services	\$6,302.00
Mahnomen County Human Services	\$14,860.00
Marshall County Social Services	\$10,882.00
Norman County Social Services	\$16,807.00
Red Lake County Social Services	\$8,822.00
1 Payments less than 2000	\$30.00
Final Total:	\$57,703.00

Warrants for Publication

Warrants Approved on 4/21/2020 for Payment 4/10/2020

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$5,374.33
10 Payments less than 2000	\$4,427.66
Final Total:	\$9,801.99

Warrants for Publication

Warrants Approved on 4/21/2020 for Payment 4/24/2020

<u>Vendor Name</u>	<u>Amount</u>
AlertMedia	\$4,411.00
Cease Family Funeral Homes	\$2,294.00
DHS Swift	\$11,523.74
Fredrickson-Ganje Funeral Home	\$2,650.00
Gregory J Norman Funeral Chapel	\$3,350.00
Polk County Administrator	\$97,882.47
Verizon Wireless	\$8,649.04

33 Payments less than 2000	\$19,273.82
Final Total:	\$150,034.07

Warrants for Publication
Warrants Approved on 4/21/2020 for Payment 4/24/2020

<u>Vendor Name</u>	<u>Amount</u>
21 Payments less than 2000	\$1,574.79
Final Total:	\$1,574.79

Personnel

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

The Director informed the Board regarding the Probationary Appointment of Cory Magsam, Office Support Specialist, effective April 6, 2020.

The Director informed the Board regarding the Probationary Appointment of Jaime Plante, Child Support Officer, effective March 30, 2020.

The Director informed the Board regarding the Resignation of Brenda Schindler, Office Support Specialist, March 20, 2020. Request for replacement was referred to County Board.

The Director informed the Board regarding the Resignation of Tahtina Martinez, Social Worker CPS, effective April 3, 2020. Request for replacement was approved at County Board on April 7, 2020.

The Director reviewed with the Board the Personnel Organizational Chart dated April 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 – March 2020.

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

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

Out-of-Home Placement Report – March 2020.

Screened in Child Protection Reports – March 2020.

Child Protection Information for March 2020.

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

Adult Mental Health Commitments Report – March 2020.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – March 2020.

Burial Expense Report – 2019 through March 2020.

Purchase of Services

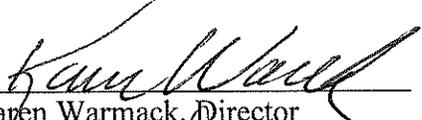
The Director informed the Board regarding the contract for SNAP Employment and Training Program Contract with Career force for the time period of April 10, 2020 through September 30, 2020. Referred to County Board.

Other

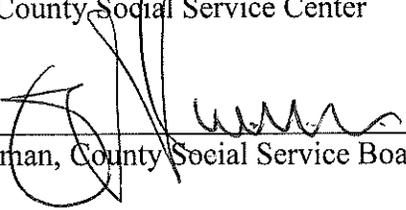
Income Maintenance Unit 2020 Active Cases by Program Report.

Child Support Collection & Distribution Reports – March 2020.

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, Director
Polk County Social Service Center



Chairman, County Social Service Board

Attest: 

Secretary, County Social Service Board