

Name of County

Polk County, Minnesota

Date of Meeting

May 18, 2021 Convened at 8:02 A.M. – Adjourned at 8:57 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
Megan Starr, Social Services Supervisor
Amy Ryan, Social Worker CPS
Michelle Quirk, Social Worker CPS

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Commissioner Willhite, seconded by Board Member Gutterud and adopted unanimous vote of the Board to approve the Minutes from the April 20, 2021 Polk County Social Service Board Meeting.

Agenda

A motion was made by Board Member Waters, seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the meeting Agenda for May 18, 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	\$8,167.50
Administration	\$99,490.22
Employee & Board	\$246.55

Non-Public

Payroll – Paydate 04/30/21	\$331,319.45
POS 4-30-21	\$131,664.50
1 st of the Month	\$9,509.51
Payroll – Paydate 05/14/21	\$333,862.93
POS 5-21-21	\$259,618.52
MA Insurance	\$11,072.50
Medical Transportation	\$5,164.45

Warrants for Publication

Warrants Approved on 5/18/2021 for Payment 5/7/2021

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$5,783.16
10 Payments less than 2000	\$3,726.35
Final Total:	\$9,509.51

Warrants for Publication

Warrants Approved on 5/18/2021 for Payment 5/21/2021

<u>Vendor Name</u>	<u>Amount</u>
Career Force – Willmar	\$4,265.92
Cease Family Funeral Home	\$3,056.00
DHS – SWIFT	\$32,739.24
Fleet Services	\$5,783.16
Johnson-Green Funeral Home	\$2,650.00
Polk County Administrator	\$28,102.72
Stenshoel-Houske	\$6,600.00
Verizon Wireless	\$4,966.57
27 Payments less than 2000	\$11,326.61
Final Total:	\$99,490.22

Warrants for Publication

Warrants Approved on 5/18/2021 for Payment 5/21/2021

<u>Vendor Name</u>	<u>Amount</u>
9 Payments less than 2000	\$246.55
Final Total:	\$246.55

Personnel

The Director informed the Board regarding the Status Change of Erika Omdahl, Child Support Officer, effective May 31, 2021.

The Director informed the Board regarding the Status Change of Terry Mackner, Eligibility Worker, effective, May 17, 2021.

The Director informed the Board regarding the Probationary Appointment of Angela Thompson, Social Worker CPS, effective May 19, 2021.

The Director informed the Board regarding the Trial Appointment of Sheila Razmyslowski, Social Worker Lead Worker, effective May 17, 2021.

The Director informed the Board regarding the Resignation of Madison Ringdahl, Social Worker CPS, effective June 6, 2021. Request for replacement was referred to County Board.

The Director informed the Board of the end of Probationary appointment of Ashley Loewen, Accounting Technician, effective May 1, 2021.

The Director informed the Board of the end of Probationary appointment of Terry Mackner, Officer Support Specialist, effective May 11, 2021.

The Director reviewed with the Board the Personnel Organizational Chart dated May 18, 2021.

Budget

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

Social Services Budget Report – April 2021.

2021 Social Services Budget Review – April 2021.

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

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

Out-of-Home Placement Report – April 2021.

Screened in Child Protection Reports – April 2021.

Child Protection Information Report.

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

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – April 2021.

Burial Expense Report – 2020 through April 2021.

General Business

The Director informed the Board regarding May is National Foster Care Month. Polk County Social Services will be honoring our current Foster care Providers this month.

Other

Income Maintenance Unit 2021 Active Cases by Program Report.

Child Support Collection & Distribution Reports – April 2021.

Megan Starr, Social Services Supervisor, Amy Ryan, Social Worker CPS, and Michelle Quirk, Social Worker CPS, shared information with the Board regarding Child Mental Health Services.

Karen Warmack
Karen Warmack, Director
Polk County Social Service Center

Gerald Jacobson
Chairman, County Social Service Board

Attest: Lathy Buttered
Secretary, County Social Service Board