

Name of County

Polk County, Minnesota

Date of Meeting

July 21, 2020 Convened at 8:00 A.M. – Adjourned at 9:04 A.M.

Board Members Present

Gerald Jacobson – Chair

Joan Lee – Vice Chair

Gary Willhite – Commissioner

Don Diedrich – Commissioner

Warren Strandell, Commissioner

Paula Waters – Board Member

Board Members Absence

Cathy Gutterud – Secretary

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

Others Present

Chuck Whiting, County Administrator

Nomination/Election of Officers

A motion was made by Commissioner Strandell, seconded by Commissioner Willhite to nominate Commissioner Jacobson as the new Chair. The motion was carried by unanimous vote of the Board to elect Commissioner Jacobson as the new Chair of the Polk County Social Service Board effective July 21, 2020.

A motion was made by Commissioner Strandell, seconded by Commissioner Diedrich to nominate Commissioner Lee as the new Vice Chair. The motion was carried by unanimous vote of the Board to elect Commissioner Lee as the new Vice Chair of the Polk County Social Service Board effective July effective July 21, 2020.

A motion was made by Commissioner Lee, seconded by Commissioner Diedrich to nominate Board Member Gutterud as the new Secretary. The motion was carried by unanimous vote of the Board to elect Board Member Gutterud as the new Secretary of the Polk County Social Service Board effective July 21, 2020.

Minutes

A motion was made by Commissioner Lee, seconded by Board Member Waters and adopted by unanimous vote of the Board to approve the Minutes from the June 16, 2020 Polk County Social Service Board Meeting.

Agenda

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

Review of the Cases and Claims

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

Admin

Administration	\$153,727.59
Employee and Board	\$846.58
Medicare Part B	\$6,931.70

Non Public

Special Run 6-22-20	\$30.00
Payroll – Paydate 6/26/20	\$306,158.24
POS 6/30/20	\$205,674.64
Payroll – Paydate 7/10/20	\$303,035.73
1 st of the Month	\$32,934.43
POS 7/24/20	\$212,654.39
Payroll – Paydate 7/24/20	\$303,501.82
MA Insurance	\$14,020.04
Medical Transportation	\$7,766.41

Warrants for Publication

Warrants Approved on 7/21/2020 for Payment 6/22/2020

<u>Vendor Name</u>	<u>Amount</u>
2 Payments less than 2000	\$30.00
Final Total:	\$30.00

Warrants for Publication

Warrants Approved on 7/21/2020 for Payment 7/10/2020

<u>Vendor Name</u>	<u>Amount</u>
Kittson County Social Services	\$3075.00
Pennington County Human Services	\$10,325.00
Red Lake County Social Services	\$3,725.00
Roseau County Social Service Center	\$9,896.00
7 Payments less than 2000	\$5,913.43
Final Total:	\$32,934.43

Warrants for Publication

Warrants Approved on 7/21/2020 for Payment 7/24/2020

<u>Vendor Name</u>	<u>Amount</u>
DHS Swift	\$107,153.70
Polk County Administrator	\$26,038.57
Verizon Wireless	\$4,914.40
33 Payments less than 2000	\$15,620.92
Final Total:	\$153,727.59

Warrants for Publication
Warrants Approved on 7/21/2020 for Payment 7/24/2020

<u>Vendor Name</u>	<u>Amount</u>
10 Payments less than 2000	\$846.58
Final Total:	\$846.58

Personnel

The Director informed the Board regarding the Probationary Appointment of Toni Langved, Office Support Specialist, effective July 13, 2020.

The Director informed the Board regarding the Probationary Appointment of Jaime Dragon, Eligibility Worker, effective August 31, 2020.

The Director informed the Board regarding the Probationary Appointment of Danielle Mulcahy, Eligibility Worker, effective August 31, 2020.

The Director informed the Board regarding the Resignation of Connie Wood, Office Support Specialist, effective June 26, 2020. Request for replacement was referred to County Board.

The Director informed the Board regarding the Resignation of Bailey Smith, Social Worker CPS, effective August 21, 2020. Request for replacement was referred to County Board.

The Director informed the Board regarding the Resignation of Valerie Bower, Family Based Services Provider, effective August 14, 2020.

The Director reviewed with the Board the Personnel Organizational Chart dated July 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 – June 2020.

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

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

Out-of-Home Placement Report – June 2020.

Screened in Child Protection Reports – June 2020.

Child Protection Information for June 2020.

Unduplicated Child Protection Out-of-Home Placement Numbers by Continuous Placement Report.

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

Adult Mental Health Commitments Report – June 2020.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – June 2020.

Burial Expense Report – 2019 through June 2020.

Other

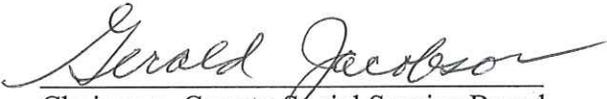
Child Support Collection & Distribution Reports – June 2020.

Income Maintenance Unit 2020 Active Cases by Program Report.

LeAnn Holte, Financial Assistance Supervisor II, and Jon Street, Financial Assistance Supervisor I, spoke to the Board regarding Income Maintenance Program updates.

The Director updated the Board regarding Social Services is operating under the Governors peacetime emergency order and at this time can make sure the client's needs are being met. The Social Services doors will remain closed to the public.


Karen Warmack, Director
Polk County Social Service Center


Chairman, County Social Service Board

Attest: 
Secretary, County Social Service Board