

Name of County

Polk County, Minnesota

Date of Meeting

January 15, 2019 Convened at 8:30 A.M. – Adjourned at 9:55 A.M.

Board Members Present

Warren Strandell, Chair
Gary Willhite – Vice Chair
Don Diedrich – Commissioner
Gerald Jacobson – Commissioner
Joan Lee – Commissioner
Cathy Gutterud - Secretary
Paula Waters - Board Member

Staff Present

Peter Sedgeman, Director
Betty Solie, Support Services Supervisor
Randy Beggs, Fiscal Supervisor I
Molly Paulsrud, Social Services Supervisor
Karen Warmack, Social Services Supervisor
Cheryl Smart, Social Worker CPS

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Commissioner Diedrich, seconded by Board Member Waters and adopted by unanimous vote of the Board to approve the Minutes from the December 18, 2018 Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Lee, seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the meeting Agenda for January 15, 2019 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 by the Board to approve Cases and Claims as follows:

Admin

Medicare Part B	\$7,668.00
Employee & Board	\$2,016.62
Administrative	\$51,510.15

Non Public

Special Run 12-18	86,822.28
POS 12-28-18	\$459,071.46

1 st of the Month	\$15,582.06
Special Run	\$852.00
Payroll – Pay date 1-11-19	\$313,421.75
POS 1-18-19	\$135,729.11
MA Insurance	\$9,451.40
Medical Transportation	\$19,854.31
Payroll – Pay date 1-25-19	\$316,708.03

Warrants for Publication

Warrants Approved on 01/15/2019 for Payment 01/04/2019

<u>Vendor Name</u>	<u>Amount</u>
Assoc Of Minnesota Counties	\$2,822.00
DHS-Swift	\$2,285.88
MCCC MI 33	\$5,390.00
10 Payments less than 2000	\$5,084.18
Final Total:	\$15,582.06

Warrants for Publication

Warrants Approved on 01/15/2019 for Payment 01/18/2019

<u>Vendor Name</u>	<u>Amount</u>
DHS- SWIFT	\$31,438.18
Dubore Funeral Home	\$2,650.00
Minnesota Housing Partnership	\$2,931.21
Polk County Administrator	\$2,953.00
Verizon Wireless	\$3,429.51
19 Payments less than 2000	\$8,108.25
Final Total:	\$51,510.15

Warrants Approved on 01/15/2019 for Payment 01/18/2019

<u>Vendor Name</u>	<u>Amount</u>
27 Payments less than 2000	\$2,016.62
Final Total:	\$2,016.62

Warrants Approved on 01/15/2018 for Payment 12/28/2018

<u>Vendor Name</u>	<u>Amount</u>
Carlin Family Funeral Service	\$2,650.00
Minnesota Dept of Administration	\$5,151.18
Next Chapter Technology, Inc	\$15,680.00
Polk County Administrator	\$59,937.22
Stenshoel- Houske	\$2,650.00
6 Payments less than 2000	\$753.88
Final Total:	\$86,822.28

Warrants for Publication
Warrants Approved on 01/15/2018 for Payment 01/08/2018

<u>Vendor Name</u>	<u>Amount</u>
3 Payments less than 2000	\$852.00

Personnel

The Director informed the Board regarding the Probationary Appointment of Judy Hauschulz, Eligibility Worker, effective January 28, 2019.

The Director informed the Board regarding the Probationary Appointment of Danielle Mulcahy, Office Support Specialist, effective January 29, 2019.

The Director informed the Board regarding the Resignation/Retirement of Kathy Kelly, Case Aide, effective March 4, 2019. Request for replacement was referred to County Board.

The Director reviewed with the Board regarding the current open positions.

The Director reviewed with the Board the Personnel Organizational Chart dated January 15, 2019.

Budget

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

Social Services Budget Report – December 2018.

Social Services Budget Review – December 2018.

Social Services Month End Balance Summary – 1999 through December 2018.

Out-of-Home Placement Cost Expenditures Report – 2016 through December 2018.

Out-of-Home Placement Report – December 2018.

Screened in Child Protection Reports – 1993 through December 2018.

Consolidated Treatment Fund – 2019.

Consolidated Treatment Fund – 2018.

Adult Mental Health Placement Costs for State Operated Services.

MA Recoveries/Estate Recoveries – December 2018.

Burial Expense Report – 2008 through December 2018.

Travel Expense Comparison Report – December 2018.

Purchase of Services

The Director informed the Board regarding Northwestern Mental Health Contracts for Adult, Other Services, Adult Mental Health Initiative, and Crisis for the time period of January 1, 2019 through December 31, 2019. These contracts were referred to County Board.

The Director informed the Board regarding the Village Family Service Center for the time period of January 1, 2019 through December 31, 2019. This contract was referred to County Board.

General Business

The Director shared with the Board regarding the 2019 Social Services Board Meetings schedule.

Other

Income Maintenance Caseload Report – December 2017 through November 2018.

Child Support Collection & Distribution Reports – October 2018.

Molly Paulsrud, Social Services Supervisor, shared with the Board regarding the Foster Care program and touched on some of the program highlights.

Cheryl Smart, Social Worker CPS, and Karen Warmack, Social Services Supervisor, spoke to the Board regarding the Adoption program and shared the finalized adoption report from 2010 through 2018.


Peter Sedgeman, Director
Polk County Social Service Center


Chairman, County Social Service Board

Attest: 
Secretary, County Social Service Board