

Name of County

Polk County, Minnesota

Date of Meeting

February 19, 2019 Convened at 8:30 A.M. – Adjourned at 9:50 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

Jon Street, Financial Assistance Supervisor I

LeAnn Holte, Financial Assistance Supervisor II

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 January 15, 2019 Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Diedrich, seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the meeting Agenda for February 19, 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

Employee & Board	\$3,775.86
Medicare Part B	\$6,910.50
Administrative	\$144,428.78

Non Public

POS 1-31-19	\$77,554.68
Payroll – Pay date 2-8-19	\$321,314.40
1 st of the Month	\$9,896.69

POS 2-22-19	\$90,695.23
MA Insurance	\$6,964.88
Medical Transportation	\$22,768.50
Payroll – Pay date 2-22-19	\$320,239.55

Warrants for Publication

Warrants Approved on 02/19/2019 for Payment 02/08/2019

<u>Vendor Name</u>	<u>Amount</u>
HP INC	\$5,527.58
9 Payments less than 2000	\$4,369.11
Final Total:	\$9,896.69

Warrants for Publication

Warrants Approved on 02/19/2019 for Payment 02/22/2019

<u>Vendor Name</u>	<u>Amount</u>
Carlin Family Funeral Service	\$7,950.00
Dahl Funeral Home	\$2,650.00
DHS- SWIFT	\$96,130.85
Gregory J Norman Funeral Chapel	\$2,650.00
Kustom Kollision LLC	\$4,973.48
Minnesota Department of Administration	\$5,322.88
Polk County Administrator	\$7,366.56
Stenshoel-Houske	\$2,650.00
Verizon Wireless	\$2,486.54
37 Payments less than 2000	\$12,248.47
Final Total:	\$144,428.78

Warrants for Publication

Warrants Approved on 02/19/2019 for Payment 02/22/2019

<u>Vendor Name</u>	<u>Amount</u>
33 Payments less than 2000	\$3,775.86
Final Total:	\$3,775.86

Personnel

The Director informed the Board regarding the transfer from Social Worker CPS to Social Worker for Brittney Palm, effective May 1, 2019.

The Director informed the Board of the end of Probationary appointment of Chelsey Shykes-Folkert, Social Worker, effective February 16, 2019.

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

The Director reviewed with the Board the Personnel Organizational Chart dated February 19, 2019.

Budget

The Director reviewed with the Board the following Budget Reports:

Social Services Budget Report – January 2019.

Social Services Budget Review – January 2019.

Social Services Month End Balance Summary – 1999 through January 2019.

Out-of-Home Placement Cost Expenditures Report – 2017 through January 2019.

Out-of-Home Placement Report – January 2018.

Consolidated Treatment Fund – 2019.

Consolidated Treatment Fund – 2018.

Adult Mental Health Placement Costs for State Operated Services.

MA Recoveries/Estate Recoveries – January 2019.

Burial Expense Report – 2008 through January 2019.

Purchase of Services

The Director informed the Board regarding Northwestern Mental Health Contract for Adult, Mental Health Initiative 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 March is Social Work month.

Other

Income Maintenance Caseload Report – February 2018 through January 2019.

Child Support Collection & Distribution Reports – January 2019.

Jon Street, Financial Assistance Supervisor I, spoke to the Board regarding Estate recovery and shared program information.

Peter W. Sedgeman

Peter Sedgeman, Director
Polk County Social Service Center

Wm. A. Knudsen

Chairman, County Social Service Board

Attest: *Lachy Litterud*

Secretary, County Social Service Board