

Name of County

Polk County, Minnesota

Date of Meeting

March 19, 2019 Convened at 8:30 A.M. – Adjourned at 9:38 A.M.

Board Members Present

Warren Strandell, Chair

Gary Willhite – Vice Chair

Don Diedrich – Commissioner

Joan Lee – Commissioner

Cathy Gutterud - Secretary

Board Members Absence

Gerald Jacobson – Commissioner

Paula Waters - Board Member

Staff Present

Peter Sedgeman, Director

Betty Solie, Support Services Supervisor

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Commissioner Diedrich, seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Minutes from the February 19, 2019 Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Lee, seconded by Board Member Gutterud and adopted by unanimous vote of the Board to approve the meeting Agenda for March 19, 2019 Social Service Board Meeting with additions.

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 | \$6,775.00 |
| Employee & Board | \$2,831.23 |
| Administration | \$48,729.41 |

Non Public

| | |
|------------------------------|--------------|
| POS 2-28-19 | \$87,225.29 |
| Payroll – Pay date 3-8-19 | \$323,104.34 |
| 1 st of the Month | \$211,833.06 |
| MA Insurance | \$5,741.22 |
| Medical Transportation | \$7,085.69 |

| | |
|----------------------------|--------------|
| Payroll – Pay date 3-22-19 | \$324,659.57 |
| POS 3-22-19 | \$119,102.67 |

Warrants for Publication

Warrants Approved on 03/19/2019 for Payment 03/08/2019

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------------|---------------|
| Kittson County Social Services | \$27,975.00 |
| Mahnomen County Human Services | \$14,055.00 |
| Marshall County Social Services | \$27,772.00 |
| Minnesota Dept of Administration | \$5,322.88 |
| Norman County Social Services | \$27,259.00 |
| Pennington County Human Services | \$36,284.00 |
| Polk County Administrator | \$3,379.00 |
| Red Lake County Social Service | \$26,406.00 |
| Roseau County Social Service Center | \$41,840.00 |
| 7 Payments less than 2000 | \$1,540.18 |
| Final Total: | \$211,833.06 |

Warrants for Publication

Warrants Approved on 03/19/2019 for Payment 03/22/2019

| <u>Vendor Name</u> | <u>Amount</u> |
|----------------------------|---------------|
| Dahl Funeral Home | \$3,150.00 |
| DHS- SWIFT | \$20,059.41 |
| Polk County Administrator | \$5,470.56 |
| Stenshoel-Houske | \$3,100.00 |
| Verizon Wireless | \$2,121.33 |
| 30 Payments less than 2000 | \$14,828.11 |
| Final Total: | \$48,729.41 |

Warrants for Publication

Warrants Approved on 03/19/2019 for Payment 03/22/2019

| <u>Vendor Name</u> | <u>Amount</u> |
|----------------------------|---------------|
| 37 Payments less than 2000 | \$2,831.23 |
| Final Total: | \$2,831.23 |

Personnel

The Director informed the Board regarding the Resignation of Mustafe Farah, Office Support Specialist, effective March 29, 2019.

The Director informed the Board of the end of Probationary appointment of Megan Starr, Social Services Supervisor, April 2, 2019.

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

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

Budget

The Director reviewed with the Board the following Budget Reports:

Social Services Budget Review Report for Income Maintenance – February 2019.

Social Services Budget Review Report for Social Services – February 2019.

Social Services Budget Review Report for both Income Maintenance and Social Services – February 2019.

Social Services Month End Balance Summary – 2009 through February 2019.

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

Out-of-Home Placement Report – February 2019.

Screened in Child Protection Reports – 1993 through February 2019.

Consolidated Treatment Fund – 2019.

Consolidated Treatment Fund – 2018.

Adult Mental Health Placement Costs for State Operated Services.

MA Recoveries/Estate Recoveries – February 2019.

Burial Expense Report – 2009 through February 2019.

Travel Expense Comparison Report.

Purchase of Services

The Director informed the Board regarding Sanford Crisis and Adult Mental Health Contract for 2019. Discussion was held. These contracts will be referred to County Board in the near future.

General Business

The Director shared with the Board regarding Financial Trends and the preliminary budget considerations. The following reports were reviewed: Revenue & Expense, Inflation Adjusted; Personnel, Inflation Adjusted; Public Aid, Inflation Adjusted; Other Expenses, Inflation Adjusted; Total (IM & SS) Revenue, Inflation Adjusted; Income Maintenance Revenue; Social Services Revenue; and Historical PCSS Fund Balance.

The Director informed the Board regarding Essentia Clinic in Fosston will be starting a Suboxone clinic the beginning of June 2019.

Other

Income Maintenance Caseload Report – March 2018 through February 2019.

Child Support Collection & Distribution Reports – February 2019.


Peter Sedgeman, Director
Polk County Social Service Center


Chairman, County Social Service Board

Attest: 
Secretary, County Social Service Board