

Name of County

Polk County, Minnesota

Date of Meeting

July 16, 2019 Convened at 8:00 A.M. – Adjourned at 8:57 A.M.

Board Members Present

Gary Willhite – Chair

Gerald Jacobson – Vice Chair

Joan Lee – Commissioner

Warren Strandell, Commissioner

Don Diedrich – Commissioner

Paula Waters - Secretary

Cathy Gutterud – Board Member

Staff Present

Karen Warmack, Interim 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

Marc Cardinal, Fraud Prevention Specialist

Nomination/Election of Officers

A motion was made by Commissioner Jacobson, seconded by Board Member Gutterud to nominate Commissioner Willhite as the new Chair. The motion was carried by unanimous vote of the Board to elect Commissioner Willhite as the new Chair of the Polk County Social Service Board effective July 16, 2019.

A motion was made by Commissioner Diedrich, seconded by Commissioner Strandell to nominate Commissioner Jacobson as the new Vice Chair. The motion was carried by unanimous vote of the Board to elect Commissioner Jacobson as the new Vice Chair of the Polk County Social Service Board effective July 16, 2019.

A motion was made by Board Member Gutterud, seconded by Commissioner Lee to nominate Board Member Waters as the new Secretary. The motion was carried by unanimous vote of the Board to elect Board Member Waters as the new Secretary of the Polk County Social Service Board effective July 16, 2019.

Minutes

A motion was made by Commissioner Diedrich, seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Minutes from the June 18, 2019 Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Strandell, seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the meeting Agenda for July 16, 2019 Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

Administration	\$260,645.65
Employee & Board	\$3,183.55
Medicare Part B	\$6,233.00

Non Public

Special Run	\$56,029.00
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Payroll – Pay date 6/28/19	\$316,454.81
POS 6/28/19	\$440,086.37
1 <sup>st</sup> of the Month	\$3,231.72
Medical Transportation 7/5/19	\$295.68
Payroll – Pay date 7/12/19	\$328,094.30
MA Insurance	\$5,197.64
Medical Transportation	\$13,117.09
POS 7/19/19	\$183,111.58

**Warrants for Publication**

**Warrants Approved on 07/16/2019 for Payment 07/05/2019**

<u>Vendor Name</u>	<u>Amount</u>
9 Payments less than 2000	\$3,231.72
Final Total:	\$3,231.72

**Warrants for Publication**

**Warrants Approved on 07/16/2019 for Payment 07/19/2019**

<u>Vendor Name</u>	<u>Amount</u>
DHS – Swift	\$29,259.85
Erikson-Vik-Ganje Funeral Home	\$5,300.00
Minnesota Dept of Administration	\$3,074.94
Nelson-Hillestad Funeral & Cremation	\$2,000.00
Polk County Administrator	\$207,423.52
Verizon Wireless	\$2,855.24
40 Payments less than 2000	\$10,732.10
Final Total:	\$260,645.65

### Warrants for Publication

#### Warrants Approved on 07/16/2019 for Payment 06/21/2019

<u>Vendor Name</u>	<u>Amount</u>
Mahnomen County Human Services	\$5,488.00
Marshall County Social Services	\$5,531.00
Norman County Social Services	\$6,993.00
Pennington County Human Services	\$6,447.00
Red Lake County Social Services	\$4,750.00
Roseau County Social Services Center	\$26,245.00
1 Payments less than 2000	\$575.00
Final Total:	\$56,029.00

### Warrants for Publication

#### Warrants Approved on 07/16/2019 for Payment 07/19/2019

<u>Vendor Name</u>	<u>Amount</u>
37 Payments less than 2000	\$3,183.55
Final Total:	\$3,183.55

### Personnel

The Director informed the Board regarding the Resignation of Ruth Sannes, Eligibility Worker, effective August 2, 2019. Request for replacement will be referred to County Board.

The Director informed the Board of the end of Probationary appointment of Tayler Broekemeier, Social Worker CPS, effective July 9, 2019.

The Director reviewed with the Board the current open positions.

The Director reviewed with the Board the Personnel Organizational Chart dated July 16, 2019.

Chuck Whiting, County Administrator, informed the Board regarding the Resignation of Peter Sedgeman. The Administrator informed the Board regarding filling the Director's vacancy with Karen Warmack, Interim Director. This request was referred to County Board.

### Budget

The Director reviewed with the Board the following Budget Reports:

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

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

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

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

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

Out-of-Home Placement Report – June 2019.

Screened in Child Protection Reports – June 2019.

Adult Mental Health Placement Costs for State Operated Services – June 2019.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – June 2019.

Burial Expense Report – 2009 through June 2019.

Other

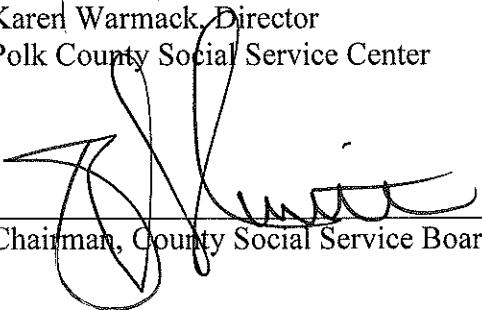
Income Maintenance Caseload Report – July 2018 through June 2019.

Child Support Collection & Distribution Reports – June 2019.

Marc Cardinal, Fraud Prevention Specialist, spoke to the Board regarding Fraud Prevention Investigation Statistic for our region.



Karen Warmack, Director  
Polk County Social Service Center



Chairman, County Social Service Board

Attest:   
Secretary, County Social Service Board