

Name of County  
Polk County, Minnesota

Date of Meeting  
August 20, 2019 Convened at 8:00 A.M. – Adjourned at 9:00 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, Director  
Betty Solie, Support Services Supervisor  
Randy Beggs, Fiscal Supervisor I  
Melissa Hesby, Child Support Supervisor

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 July 16, 2019 Polk County Social Service Board Meeting.

Agenda  
A motion was made by Commissioner Lee, seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the meeting Agenda for August 20, 2019 Polk County Social Service Board Meeting.

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

<u>Admin</u>	
Employee & Board Administration	\$6,644.02
Medicare Part B	\$111,781.04
	\$7,994.50

<u>Non Public</u>	
Medical Transportation 7/24/19	\$806.23
Payroll – Pay date 7/26/19	\$322,417.03
Special Run	\$45.00
POS 7/19/19	\$387,344.09

Payroll – Pay date 8/9/19	\$325,817.63
1 <sup>st</sup> of the Month	\$9,796.70
POS 8/23/19	\$235,721.73
Payroll – Pay date 8/23/19	\$325,240.55
MA Insurance	\$5,349.84
Medical Transportation	\$9,411.47

**Warrants for Publication**

**Warrants Approved on 08/20/2019 for Payment 08/09/2019**

<u>Vendor Name</u>	<u>Amount</u>
Amundson Funeral Home	\$5,300.00
13 Payments less than 2000	\$4,496.70
Final Total:	\$9,796.70

**Warrants for Publication**

**Warrants Approved on 08/20/2019 for Payment 08/23/2019**

<u>Vendor Name</u>	<u>Amount</u>
Blue Plus	\$24,178.41
Canal Park Lodge	\$2,247.98
Carlin Family Funeral Service	\$6,300.00
DHS – Swift	\$11,163.91
Gregory J Norman Funeral Chapel	\$2,650.00
Mahnomen County Human Services	\$5,251.00
Marshall County Social Services	\$4,395.00
Minnesota Dept of Administration	\$2,975.75
Norman County Social Services	\$6,603.00
Office of MN IT Services	\$2,294.51
Pennington County Human Services	\$6,419.00
Polk County Administrator	\$10,671.60
Red Lake County Social Services	\$3,185.00
Roseau County Social Services Center	\$9,577.00
Wex Bank	\$2,333.19
37 Payments less than 2000	\$11,535.69
Final Total:	\$111,781.04

**Warrants for Publication**

**Warrants Approved on 08/20/2019 for Payment 08/23/2019**

<u>Vendor Name</u>	<u>Amount</u>
52 Payments less than 2000	\$6,644.02
Final Total:	\$6,644.02

## Personnel

The Director informed the Board regarding the Probationary Appointment of Linda Mohamed, Office Support Specialist Trainee, effective August 19, 2019.

The Director informed the Board regarding the Probationary Appointment of Jenna Briggs, Social Worker, effective August 26, 2019.

The Director informed the Board regarding the Resignation of Treva Bohm, Eligibility Worker, effective September 3, 2019.

The Director informed the Board of the end of Probationary appointment of Danielle Mulcahy, Office Support Specialist, effective August 2, 2019.

The Director informed the Board of the end of Probationary appointment of Bailey Smith, Social Worker CPS, effective August 10, 2019.

The Director informed the Board regarding the request for replacement of Two Eligibility Worker positions and one Social Services Supervisor will be referred to County Board.

The Director reviewed with the Board the current open positions.

The Director reviewed with the Board the Personnel Organizational Chart dated August 20, 2019.

## Budget

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

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

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

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

Social Services Month End Fund Balance Summary – 2009 through July 2019.

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

Out-of-Home Placement Report – July 2019.

Screened in Child Protection Reports – July 2019.

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

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – July 2019.

Burial Expense Report – 2018 through July 2019.

Correspondence from MINNPOST dated June 21, 2019 regarding Indigent burials are putting a strain on county budgets across Minnesota.

Other

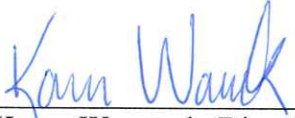
Income Maintenance Caseload Report – August 2018 through July 2019.

The Director shared with the Board regarding Supplemental Nutrition Assistance Program (SNAP) information and eligibility guidelines.

Child Support Collection & Distribution Reports – July 2019.

Melissa Hesby, Child Support Supervisor, spoke to the Board regarding August is Child Support awareness month and shared program information.

The Director informed the Board regarding researching reallocating school funding that was put in place for School Social Workers to utilize funding for a School Resource officer.

  
\_\_\_\_\_  
Karen Warmack, Director  
Polk County Social Service Center

  
\_\_\_\_\_  
Gerald Jacobson  
Chairman, County Social Service Board

Attest:   
\_\_\_\_\_  
Secretary, County Social Service Board