

Name of County

Polk County, Minnesota

Date of Meeting

October 15, 2019 Convened at 8:00 A.M. – Adjourned at 9:26 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
Molly Paulsrud, Social Services Supervisor
LeAnn Holte, Financial Assistance Supervisor II

Others Present

Chuck Whiting, County Administrator
Randy Bruer, Superintendent – Win-E-Mac School District
Jeremy Olson, Superintendent – Crookston School District
Brian Clarke, Superintendent – Fertile-Beltrami School District

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 September 17, 2019 Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Strandell, seconded by Commissioner Jacobson and adopted by unanimous vote of the Board to approve the meeting Agenda for October 15, 2019 Polk County Social Service Board Meeting with additions.

Randy Bruer, Superintendent, Jeremy Olson, Superintendent, Brian Clark, Superintendent, spoke to the Board regarding continued funding for the School Social Worker positions. Discussion was held amongst the Board.

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:

Admin

Medicare Part B

\$542.00

Employee and Board	\$5,298.05
Administrative	\$75,846.30
Medicare Part B	\$8,265.50
<u>Non Public</u>	
POS 9/30/19	\$645,487.20
Payroll – Pay date 10-04-19	\$315,078.04
1 st of the Month	\$13,535.42
POS	\$152,880.64
Payroll – Pay date 10-18-19	\$312,703.98
MA Insurance	\$5,573.73
Medical Transportation	\$20,388.62

Warrants for Publication

Warrants Approved on 10/15/2019 for Payment 10/04/2019

<u>Vendor Name</u>	<u>Amount</u>
Brua/Krischelle	\$2,100.00
Fredrikson – Ganje Funeral Home	\$2,650.00
Kustom Kollision, LLC	\$5,783.65
6 Payments less than 2000	\$3,001.77
Final Total:	\$13,535.42

Warrants for Publication

Warrants Approved on 10/15/2019 for Payment 10/18/2019

<u>Vendor Name</u>	<u>Amount</u>
Career Force – Willmar	\$11,343.34
Dahl Funeral Home	\$2,650.00
DHS Swift	\$21,388.53
Erikson – Vik – Ganje Funeral Home	\$2,650.00
Minnesota Dept of Administration	\$4,455.96
Polk County Administrator	\$16,000.11
Stenshoel – Houske	\$5,300.00
Verizon Wireless	\$2,289.77
Wex Bank	\$2,155.37
30 Payments less than 2000	\$7,663.22
Final Total:	\$75,896.30

Warrants for Publication

Warrants Approved on 10/15/2019 for Payment 10/18/2019

<u>Vendor Name</u>	<u>Amount</u>
38 Payments less than 2000	\$5,298.05
Final Total:	\$5,298.05

Personnel

The Director informed the Board regarding the Probationary Appointment of Cheryl Smart, Social Services Supervisor, effective September 30, 2019.

The Director informed the Board regarding the Probationary Appointment of Teresa Adamson, Social Worker CPS, effective December 5, 2019.

The Director informed the Board of the end of Probationary appointment of Monique Miller-Francis, Eligibility Worker, effective October 15, 2019.

The Director reviewed with the Board the current open positions.

The Director reviewed with the Board the Personnel Organizational Chart dated October 10, 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 – September 2019.

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

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

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

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

Out-of-Home Placement Report – September 2019.

Screened in Child Protection Reports – September 2019.

Child Protection Information for September 2019.

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

Adult Mental Health Commitments – September 2019.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – September 2019.

Burial Expense Report – 2018 through September 2019.

Molly Paulsrud, Social Services Supervisor, spoke to the Board regarding Child Protection and the Foster Care program.

Purchase of Services

The Director informed the Board regarding Board Resolution allowing distribution of Holiday Gifts and \$100.00 check donation from Hope Lutheran Church in Fosston. Referred to County Board.

The Director informed the Board regarding the contract with Red River Behavioral Health System for the time period of January 1, 2020 through December 31, 2021. This contract was referred to County Board. Referred to County Board.

The Director informed the Board regarding the contract with Tri-County Community Corrections for the Transition and Residential programs for the time period of January 1, 2020 through December 31, 2020. Referred to County Board.

The Director informed the Board regarding the amendment to the contract with NWMHC for 2019. Referred to County Board.

LeAnn Holte, Financial Assistance Supervisor II, informed the Board regarding the contract for SNAP Employment and Training Program Contract with Career force for the time period of October 1, 2019 through September 30, 2020. Referred to County Board.

LeAnn Holte, Financial Assistance Supervisor II, informed the Board regarding the contract for MFIP and Diversionary Work Program with Career Force for the time period of January 1, 2019 through December 31, 2020. Referred to County Board.

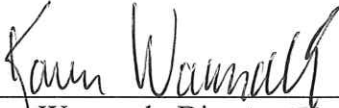
LeAnn Holte, Financial Assistance Supervisor II, informed the Board regarding the MFIP Biennial Service agreement for 2020 through 2021. Referred to County Board.

The Director and LeAnn Holte, Financial Assistance Supervisor II, invited the Board to upcoming presentation on Islam and their culture. This is scheduled for November 14th.

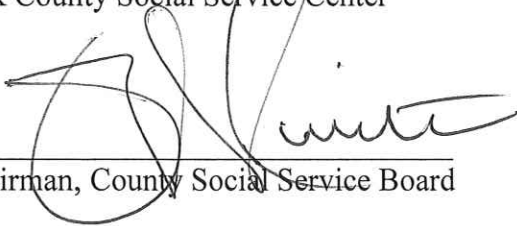
Other

Income Maintenance Caseload Report – October 2018 through September 2019.

Child Support Collection & Distribution Reports – September 2019.



Karen Warmack, Director
Polk County Social Service Center



Chairman, County Social Service Board

Attest: 
Secretary, County Social Service Board