

Name of County

Polk County, Minnesota

Date of Meeting

November 19, 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
Victoria Ramirez, Social Services Supervisor
Alecia Kieckbusch, Social Worker CPS
Daphne Johnson, Social Worker
Chelsey Shykes-Folkert, Social Worker

Minutes

A motion was made by Commissioner Jacobson, seconded by Board Member Gutterud and adopted by unanimous vote of the Board to approve the Minutes from the October 15, 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 November 19, 2019 Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

Administrative	\$123,144.31
Employee and Board	\$7,865.87
Medicare Part B	\$7,317.00

Non Public

Payroll – Pay date 11-01-19	\$258,365.87
Special Run	\$15.00
POS 11-01-19	\$129,174.53
1 st of the Month Employee	\$130.65

1 st of the Month	\$10,811.66
Payroll – Pay date 11-15-19	\$315,004.99
POS 11-22-19	\$186,495.37
MA Insurance	\$7,846.50
Medical Transportation	\$19,221.26
Payroll – Paydate 11-27-19	\$316,429.14

Warrants for Publication

Warrants Approved on 11/19/2019 for Payment 11/01/2019

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	\$15.00
Final Total:	\$15.00

Warrants for Publication

Warrants Approved on 11/19/2019 for Payment 11/06/2019

<u>Vendor Name</u>	<u>Amount</u>
Polk County Administrator	\$10,231.58
5 Payments less than 2000	\$580.08
Final Total:	\$10,811.66

Warrants for Publication

Warrants Approved on 11/19/2019 for Payment 11/06/2019

<u>Vendor Name</u>	<u>Amount</u>
2 Payments less than 2000	\$130.65
Final Total:	\$130.65

Warrants for Publication

Warrants Approved on 11/19/2019 for Payment 11/20/2019

<u>Vendor Name</u>	<u>Amount</u>
48 Payments less than 2000	\$7,865.87
Final Total:	\$7,865.87

Warrants for Publication

Warrants Approved on 11/19/2019 for Payment 11/20/2019

<u>Vendor Name</u>	<u>Amount</u>
Amundson Funeral Home	\$2,650.00
Career Force – Wilmar	\$39,025.45
Carlin Family Funeral Service	\$5,300.00
Dahl Funeral Home	\$2,650.00
DHS – Swift	\$30,364.25
Fleet Services	\$6,527.38
Gregory J Norman Funeral Chapel	\$2,650.00

Kelly Temporary Services	\$2,875.47
Language Line Services	\$2,705.39
Polk County Administrator	\$14,653.03
Staples Advantage	\$2,026.72
Verizon Wireless	\$2,339.35
Wex Bank	\$2,290.42
27 Payments less than 2000	\$7,086.85
Final Total:	\$123,144.31

Personnel

The Director informed the Board regarding the Probationary Appointment of Pamela Columbus, Eligibility Worker, effective November 18, 2019.

The Director informed the Board regarding the Probationary Appointment of Brenda Schindler, Office Support Specialist, effective November 18, 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 regarding the Resignation of Jody Trandem, Office Support Specialist, effective November 15, 2019. Request for replacement referred to County Board.

The Director informed the Board of the end of Probationary appointment of Teresa Adamson, Social Worker, effective December 3, 2019.

The Director reviewed with the Board the current open positions.

The Director reviewed with the Board the Personnel Organizational Chart dated November 19, 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 – October 2019.

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

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

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

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

Out-of-Home Placement Report – October 2019.

Screened in Child Protection Reports – October 2019.

Child Protection Information for October 2019.

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

Adult Mental Health Commitments Report – October 2019.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – October 2019.

Burial Expense Report – 2018 through October 2019.

The Director informed the Board regarding correspondence from DHS dated November 18, 2019, informing counties of a issues that have occurred in three areas in their billing and payment areas. The three areas included the County Share for Substance Use Disorder (SUD) Institutes of Mental Disease (IMD) payments; Title IV-E Payments; and Cash Assistance Overpayment Recovery. Discussion was held amongst the Board.

Purchase of Services

The Director informed the Board regarding the contract with Human Service Contract for Children Mental Health Screening funds for System for the time period of January 1, 2020 through December 31, 2020. This contract was referred to County Board.

The Director informed the Board regarding the contract with Occupational Development Center for the time period of January 1, 2020 through December 31, 2020. Referred to County Board.

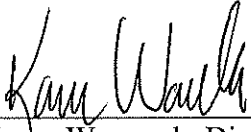
The Director informed the Board regarding the contract with Village Family Service Center for the time period of January 1, 2020 through December 31, 2020. Referred to County Board.

Other

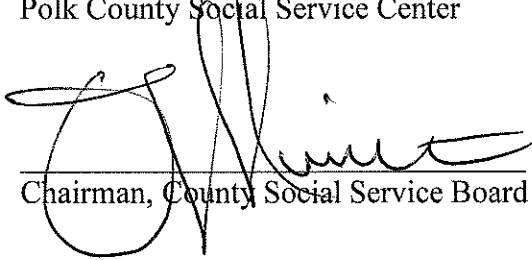
Income Maintenance Caseload Report – November 2018 through October 2019.

Child Support Collection & Distribution Reports – October 2019.

Victoria Ramirez, Social Services Supervisor, Alecia Kieckbusch, Social Worker CPS, Daphne Johnson, Social Worker, and Chelsey Shykes-Folkert, Social Worker, spoke to the Board regarding Adult Protection Services.



Karen Warmack, Director
Polk County Social Service Center



Chairman, County Social Service Board

Attest: 
Secretary, County Social Service Board