

Name of County

Polk County, Minnesota

Date of Meeting

May 19, 2020 Convened at 8:00 A.M. – Adjourned at 9:04 A.M.

Board Members Present

Gary Willhite – Chair  
Gerald Jacobson – Vice Chair  
Joan Lee – Commissioner  
Don Diedrich – Commissioner  
Warren Strandell, Commissioner  
Paula Waters - Secretary  
Cathy Gutterud – Board Member

Staff Present

Karen Warmack, Director  
Betty Solie, Support Services Supervisor  
Randy Beggs, Fiscal Supervisor I  
LeAnn Holte, Financial Assistance Supervisor II  
Jon Street, Financial Assistance Supervisor I  
Victoria Ramirez, Social Services Supervisor  
Molly Paulsrud, Social Services Supervisor  
Cheryl Smart, Social Services Supervisor  
Megan Starr, Social Services Supervisor  
Melissa Hesby, Child Support Supervisor

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Board Member Waters to approve the Minutes from the April 21, 2020 Polk County Social Services Board Meeting. This motion was seconded by Commissioner Diedrich. Yea vote entered by Commissioner Lee, Yea vote entered by Strandell, Yea vote entered by Commissioner Jacobson, Yea vote entered by Board Member Gutterud, Yea vote entered by Board Member Waters, Yea vote entered by Commissioner Diedrich, and Yea vote entered by Commissioner Willhite. The motion was carried by unanimous vote of the Board to approve the Minutes from the April 21, 2020 Polk County Social Services Board Meeting.

Agenda

A motion was made by Commissioner Lee to approve the Polk County Social Services Agenda for May 19, 2020. This motion was seconded by Board Member Gutterud, Yea vote entered by Commissioner Lee, Yea vote entered by Strandell, Yea vote entered by Commissioner Jacobson, Yea vote entered by Board Member Gutterud, Yea vote entered by Board Member Waters, Yea vote entered by Commissioner Diedrich, and Yea vote entered by Commissioner Willhite. The motion was carried by unanimous vote of the Board to approve the Agenda from the May 19, 2020 Polk County Social Services Board Meeting.

Review of the Cases and Claims

A motion was made by Commissioner Willhite to approve the Case and Claims from the April 21, 2020 Polk County Social Services Board meeting. This motion was seconded by Commissioner Jacobson, Yea vote entered by Commissioner Lee, Yea vote entered by Strandell, Yea vote entered by Commissioner Jacobson, Yea vote entered by Board Member Gutterud, Yea vote entered by Board Member Waters, Yea vote entered by Commissioner Diedrich, and Yea vote entered by Commissioner Willhite. The motion was carried by unanimous vote of the Board to approve the Case and Claims from the April 21, 2020 Polk County Social Services Board meeting.

A motion was made by Commissioner Jacobson to approve the Cases and Claims. This motion was seconded by Commissioner Willhite. Yea vote entered by Commissioner Lee, Yea vote entered by Strandell, Yea vote entered by Commissioner Jacobson, Yea vote entered by Board Member Gutterud, Yea vote entered by Board Member Waters, Yea vote entered by Commissioner Diedrich, and Yea vote entered by Commissioner Willhite. The motion was carried by unanimous vote of the Board to approve the Case and Claims as follows:

Admin

Medicare Part B	\$8,097.60
Administration	\$35,684.83
Employee and Board	\$1,403.53

Non Public

Special Run	\$518.00
POS 4/30/20	\$60,807.29
Payroll – Paydate 5/1/20	\$253,519.70
1 <sup>st</sup> of the Month	\$103,304.46
Payroll – Paydate 5/15/20	\$311,842.80
POS 5-22-20	\$234,756.03
MA Insurance	\$5,653.52
Medical Transportation	\$8,900.45
Payroll – Paydate 5/29/20	\$312,317.31

**Warrants for Publication**

**Warrants Approved on 5/19/2020 for Payment 4/29/2020**

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	\$518.00
Final Total:	\$518.00

**Warrants for Publication**

**Warrants Approved on 5/19/2020 for Payment 5/08/2020**

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$5,744.96
Polk County Public Health	\$96,000.00
5 Payments less than 2000	\$1,559.50
Final Total:	\$103,304.46

**Warrants for Publication**  
**Warrants Approved on 5/19/2020 for Payment 5/22/2020**

<u>Vendor Name</u>	<u>Amount</u>
Cease Family Funeral Homes	\$2,750.00
DHS Swift	\$12,383.40
Fleet Services	\$5,140.58
Polk County Administrator	\$4,180.61
Verizon Wireless	\$5,213.19
22 Payments less than 2000	\$6,017.05
Final Total:	\$35,684.83

**Warrants for Publication**  
**Warrants Approved on 5/19/2020 for Payment 5/22/2020**

<u>Vendor Name</u>	<u>Amount</u>
13 Payments less than 2000	\$1,403.53
Final Total:	\$1,403.53

Personnel

The Director informed the Board regarding the Probationary Appointment of Sydney Moug, Social Worker CPS, effective April 28, 2020.

The Director informed the Board regarding the end of Probationary Period for Hana Mohamoud, Eligibility Worker, effective May 1, 2020.

The Director reviewed with the Board the Personnel Organizational Chart dated May 19, 2020.

Budget

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

Social Services Budget Review Report for both Income Maintenance and Social Services – April 2020.

Social Services Month End Fund Balance Summary – 1999 through April 2020.

Out-of-Home Placement Cost Expenditures Report – 2018 through April 2020.

Out-of-Home Placement Report – April 2020.

Screened in Child Protection Reports – April 2020.

Child Protection Information for April 2020.

Adult Mental Health Placement Costs for State Operated Services – April 2020.

Adult Mental Health Commitments Report – April 2020.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – April 2020.

Burial Expense Report – 2019 through April 2020.

#### Purchase of Services

The Director informed the Board regarding the contract for SNAP Employment and Training Program Contract with Career force for the time period of April 10, 2020 through September 30, 2020. Referred to County Board.

#### General Business

Correspondence from DHS dated May 1, 2020 regarding perfect performance in meeting DHS financial reporting requirements for calendar year 2019.

The Director informed the Board regarding MN Department of Human Services OEO Covid-19 Emergency Response funding awarded to Polk County.

The Director shared with the Board “Thank you notes we received from clients that appreciated the support.

#### Other

Income Maintenance Unit 2020 Active Cases by Program Report.

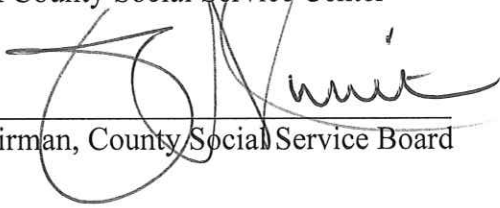
Child Support Collection & Distribution Reports – April 2020.

The Director and Social Services Leadership team spoke to the Board regarding COVID-19 the concerns and the impact the agency is going through with trying to implement social distancing for our staff but still need to provide the required services. Discussion was held amongst the Board.

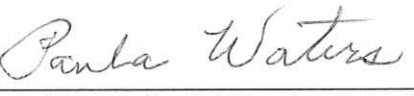
The Director shared with the Board regarding the COVID preparedness plan the Leadership team has been developing. Our agency would like to keep Social Services door closed to the public until the peacetime emergency has lifted. If other departments open to the public prior to that time our agency will put a note on our office door informing the public that our agency is closed until the peacetime emergency is lifted. Our agency would continue to support staff teleworking and some staff returning voluntarily to the office in a limited capacity.



Karen Warmack, Director  
Polk County Social Service Center



Chairman, County Social Service Board

Attest: 

Secretary, County Social Service Board