

Name of County

Polk County, Minnesota

Date of Meeting

August 16, 2022, Convened at 8:00 A.M. – Adjourned at 9:33 A.M.

Board Members Present

Warren Strandell – Chair
Gary Willhite – Vice Chair
Mark Holy – Commissioner
Joan Lee – Commissioner
Paula Waters – Board Member
Cathy Gutterud – Secretary

Absence Board Member

Gerald Jacobson – Commissioner

Staff Present

Karen Warmack, Director
Randy Beggs, Fiscal Supervisor I
Betty Solie, Support Services Supervisor
Molly Paulsrud, Social Services Supervisor
Melissa Hesby, Child Support Supervisor
Erika Omdahl, Child Support Officer
Barbara LaFleur-Durden, Social Worker
Annabelle Narlock, Social Worker

Minutes

A motion was made by Board Member Gutterud, seconded by Board Member Waters and adopted unanimous vote of the Board to approve the Minutes from the July 19, 2022, Polk County Social Service Board Meeting.

Agenda

A motion was made by Board Member Waters, seconded by Board Member Gutterud and adopted by unanimous vote of the Board to approve the meeting Agenda for August 16, 2022, Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

Administration	\$464,804.01
Employee & Board	\$1,176.23
Medicare Part B	\$7,122.60

Non-Public

Special Run 7-26-22	\$45.00
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Special Run 7-28-22	\$12.50
POS 7-29-22	\$101,609.52
Payroll Pay Date 8-5-22	\$343,999.27
1 st of the Month	\$11,521.10
Special Run 8-8-22	\$15.00
Special Run 8-10-22	\$2,600.00
POS 8-19-22	\$167,681.82
Payroll Pay Date 8-19-22	\$342,6374.08
MA Insurance	\$13,455.38
Medical Transportation	\$4,148.27

Warrants for Publication

Warrants Approved on 8/16/2022 for Payment 7/26/2022

<u>Vendor Name</u>	<u>Amount</u>
2 Payments less than 2000	\$45.00
Final Total:	\$45.00

Warrants for Publication

Warrants Approved on 8/16/2022 for Payment 7/28/2022

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	\$12.50
Final Total:	\$12.50

Warrants for Publication

Warrants Approved on 8/16/2022 for Payment 8/05/2022

<u>Vendor Name</u>	<u>Amount</u>
Enterprise FM Trust	\$3,631.86
Fleet Services	\$5,310.14
6 Payments less than 2000	\$2,579.10
Final Total:	\$11,521.10

Warrants for Publication

Warrants Approved on 8/16/2022 for Payment 8/08/2022

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

Warrants for Publication

Warrants Approved on 8/16/2022 for Payment 8/10/2022

<u>Vendor Name</u>	<u>Amount</u>
MFWCAA	\$2,600.00
Final Total:	\$2,600.00

Warrants for Publication

Warrants Approved on 8/16/2022 for Payment 8/19/2022

<u>Vendor Name</u>	<u>Amount</u>
CareerForce – Willmar	\$4,912.84
Carlin Family Funeral Service	\$5,482.50

Dahl Funeral Home	\$5,300.00
DHS – SWIFT	\$175,650.54
Polk County, MN	\$257,798.85
Verizon Wireless	\$4,966.14
WEX Bank	\$2,272.11
27 Payments less than 2000	\$8,421.03
Final Total:	\$464,804.01

Warrants for Publication
Warrants Approved on 8/16/2022 for Payment 8/19/2022

<u>Vendor Name</u>	<u>Amount</u>
21 Payments less than 2000	\$1,176.23
Final Total:	\$1,176.23

Personnel

The Director informed the Board regarding the Probationary Appointment of Natalie Martin, Social Worker, effective August 8, 2022.

The Director informed the Board regarding the Probationary Appointment of Melissa Epema, Case Aide, effective August 22, 2022.

The Director informed the Board regarding the Probationary Appointment of Taya Olson, Family Based Services Provider, effective August 22, 2022.

The Director informed the Board regarding the Resignation of Anna Colter, Family Based Services Provider, effective July 29, 2022. Request for replacement was referred to County Board.

The Director informed the Board of the end of Probationary appointment of Sheila Razmyslowski, Social Services Supervisor, effective August 23, 2022.

The Director reviewed with the Board the Personnel Organizational Chart dated August 16, 2022.

Budget

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

Social Services Budget Report – July 2022.

2022 Social Services Budget Review – July 2022.

Social Services Month End Fund Balance Summary – 1999 through July 2022.

Out-of-Home Placement Cost Expenditures Report – 2020 through July 2022.

Out-of-Home Placement Report – July 2022.

Program Information

Screened in Child Protection Report – July 2022.


Income Maintenance Unit 2022 Active Cases by Program Report.

Child Support report – July 2022.

Melissa Hesby, Child Support Supervisor and Erika Omdahl, Child Support Officer, spoke to the Board regarding Child Support program updates. August is Child Support Awareness month.

Molly Paulsrud, Social Services Supervisor, Barbara LaFleur-Durden, Social Worker Annabelle Narlock, Social Worker, spoke to the Board regarding Licensing updates.

The Director spoke to the Board regarding American Rescue Act (ARPA) funds for Social Services/Family Resource Center. The Director shared information with the Board regarding a request to hire a Deputy Health and Human Services Director. Discussion was held amongst the Board.



Karen Warmack, Director
Polk County Social Service Center



Chairman, County Social Service Board

Attest: 

Secretary, County Social Service Board