

Name of County

Polk County, Minnesota

Date of Meeting

September 15, 2020 Convened at 8:00 A.M. – Adjourned at 9:13 A.M.

Board Members Present

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

Staff Present

Karen Warmack, Director
Betty Solie, Support Services Supervisor
Randy Beggs, Fiscal Supervisor I

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Commissioner Willhite, seconded by Board Member Waters and adopted by unanimous vote of the Board to approve the Minutes from the August 18, 2020 Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Lee, seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the meeting Agenda for September 15, 2020 Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

Medicare Part B	\$144.60
Medicare Part B	\$7,230.00
Employee & Board	\$830.95
Administration	\$270,419.57

Non Public

MA Insurance	\$1,106.89
Payroll – Paydate 8/21/20	\$311,557.88
Payroll (Retro) – Paydate 8/28/20	\$172,273.96
Special Run	\$30.00

MA Insurance	\$1,622.92
Medical Transportation 8/31/20	\$115.44
POS 8/31/20	\$143,796.88
Collaborative 9/15/20	\$76,922.00
Payroll – Paydate 9/4/20	\$315,061.12
1 st of the Month	\$147,141.97
POS 9/18/20	\$178,503.98
MA Insurance	\$9,635.24
Medical Transportation	\$11,949.22
Payroll – Paydate 9-18-20	\$311,823.00
Special Payroll – Paydate 9/18/20	\$ 93,722.53

Warrants for Publication

Warrants Approved on 9/15/2020 for Payment 8/28/2020

<u>Vendor Name</u>	<u>Amount</u>
2 Payments less than 2000	\$30.00
Final Total:	\$30.00

Warrants for Publication

Warrants Approved on 9/15/2020 for Payment 9/4/2020

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$4,811.26
Krutzfeldt & Jones, LLP	\$2,360.00
Mahnomen County Human Services	\$6,958.00
Marshall County Social Services	\$8,890.00
Norman County Social Services	\$10,862.00
Pennington County Human Services	\$24,349.00
Red Lake County Social Services	\$9,669.00
Roseau County Social Service Center	\$72,566.00
14 Payments less than 2000	\$6,676.71
Final Total:	\$147,141.97

Warrants for Publication

Warrants Approved on 9/15/2020 for Payment 9/18/2020

<u>Vendor Name</u>	<u>Amount</u>
11 Payments less than 2000	\$830.95
Final Total:	\$830.95

Warrants for Publication

Warrants Approved on 9/15/2020 for Payment 9/18/2020

<u>Vendor Name</u>	<u>Amount</u>
Climax Shelly School District 592	\$12,393.00
Crookston School District 593	\$13,680.00
EGF School Dist 595	\$12,852.00

Fertile-Beltrami School	\$10,288.00
Fosston Public School	\$13,421.00
Win-E-Mac Public School	\$11,350.00
2 Payments less than 2000	\$2,938.00
Final Total:	\$76,922.00

Warrants for Publication
Warrants Approved on 9/15/2020 for Payment 9/18/2020

<u>Vendor Name</u>	<u>Amount</u>
Career Force – Willmar	\$6,177.89
DHS-Swift	\$25,881.01
Language Line Services	\$2,779.07
Polk County Administrator	\$218,305.92
Stenshoel-Houske	\$5,300.00
Verizon Wireless	\$4,857.46
23 Payments less than 2000	\$7,118.22
Final Total:	\$270,419.57

Personnel

The Director informed the Board regarding the Probationary Appointment of Daniel Strandquist, Social Worker CPS, effective September 8, 2020.

The Director informed the Board regarding the Probationary Appointment of Ashley Glass, Social Worker CPS, effective September 9, 2020.

The Director informed the Board regarding the Probationary Appointment of Alexis Johnson, Office Support Specialist, effective September 14, 2020.

The Director informed the Board regarding the Probationary Appointment of Frances Johnson, Office Support Specialist, effective September 21, 2020.

The Director informed the Board regarding the Probationary Appointment of Erica King, Family Based Services Provider, effective November 23, 2020.

The Director informed the Board regarding the Resignation of Megan Wilmer, Social Worker CPS, effective October 2, 2020. Request for replacement was approved at County Board on August 25, 2020.

The Director informed the Board regarding the Resignation of Toni Langved-Kelley, Office Support Specialist, effective September 18, 2020. Request for replacement was referred to County Board.

The Director informed the Board regarding the Resignation of Hana Mohamoud, Eligibility Worker, effective October 14, 2020. Request for replacement will be referred to County Board on September 22, 2020.

The Director reviewed with the Board the Personnel Organizational Chart dated September 15, 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 – August 2020.

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

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

Out-of-Home Placement Report – August 2020.

Screened in Child Protection Reports – August 2020.

August CP Information Report.

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

Adult Mental Health Commitments Report – August 2020.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – August 2020.

Burial Expense Report – 2019 through August 2020.

Other

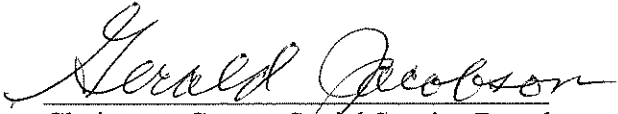
Income Maintenance Unit 2020 Active Cases by Program Report.

Child Support Collection & Distribution Reports – August 2020.

The Director and Randy Beggs, Fiscal Supervisor I, presented the Polk County Social Services Proposed 2021 Budget. Discussion was held amongst the Board.



Karen Warmack, Director
Polk County Social Service Center



Gerald Jacobson
Chairman, County Social Service Board

Attest: 
Secretary, County Social Service Board