

Name of County

Polk County, Minnesota

Date of Meeting

October 20, 2020 Convened at 8:00 A.M. – Adjourned at 9:05 A.M.

Board Members Present

Gerald Jacobson – Chair
Joan Lee – Vice Chair
Don Diedrich – Commissioner
Cathy Gutterud – Secretary
Paula Waters – Board Member

Board Members Absence

Gary Willhite – Commissioner
Warren Strandell, Commissioner

Staff Present

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

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Board Member Gutterud, seconded by Board Member Waters and adopted by unanimous vote of the Board to approve the Minutes from the September 15, 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 October 20, 2020 Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

Medicare Part B	\$144.60
Administration	\$97,401.74
Employee & Board	\$608.44
Medicare Part B	\$8,386.80

Non Public

MA Insurance	\$1,106.89
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Special Run	\$56,721.00
POS 9/30/20	\$257,404.36
Payroll – Paydate 10/2/20	\$259,497.50
1 st of the Month	\$8,756.51
Payroll – Paydate 9-18-20	\$319,700.49
POS 10/23/20	\$759,043.98
MA Insurance	\$9,708.47
Medical Transportation	\$6,013.08
Collaborative 10/20/20	\$1,250.00

Warrants for Publication

Warrants Approved on 10/20/2020 for Payment 9/29/2020

<u>Vendor Name</u>	<u>Amount</u>
Next Chapter Technology, Inc.	\$55,895.00
1 Payments less than 2000	\$826.00
Final Total:	\$56,721.00

Warrants for Publication

Warrants Approved on 10/20/2020 for Payment 10/9/2020

<u>Vendor Name</u>	<u>Amount</u>
Elite Property Management LLC	\$2,064.96
Fleet Services	\$4,811.26
7 Payments less than 2000	\$1,880.29
Final Total:	\$8,756.51

Warrants for Publication

Warrants Approved on 10/20/2020 for Payment 10/23/2020

<u>Vendor Name</u>	<u>Amount</u>
Carlin Family Funeral Service	\$2,650.00
DHS – Swift	\$22,353.44
Fredrikson-Ganje Funeral Home	\$2,650.00
Polk County Administrator	\$55,581.23
Verizon Wireless	\$4,939.86
28 Payments less than 2000	\$9,227.21
Final Total:	\$97,401.74

Warrants for Publication

Warrants Approved on 10/20/2020 for Payment 10/23/2020

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	\$1,250.00
Final Total:	\$1,250.00

Warrants for Publication
Warrants Approved on 10/20/2020 for Payment 10/23/2020

<u>Vendor Name</u>	<u>Amount</u>
10 Payments less than 2000	\$608.44
Final Total:	\$608.44

Personnel

The Director informed the Board regarding the Resignation of Linda Mohamed, Office Support Specialist, effective October 6, 2020. Request for replacement was approved at County Board on October 6, 2020.

The Director informed the Board regarding the Resignation of Sydney Moug, Social Worker CPS, effective November 6, 2020. Request for replacement was referred to County Board.

The Director informed the Board regarding the end of Probationary Period for Cheryl Smart, Social Services Supervisor, effective September 30, 2020.

The Director informed the Board regarding the end of Probationary Period for Maribeth Melbye, Office Support Specialist, effective October 1, 2020.

The Director informed the Board regarding the end of Probationary Period for Heather Olson, Office Support Specialist, effective October 2, 2020.

The Director informed the Board regarding the end of Probationary Period for Cody Magsam, Office Support Specialist, effective October 6, 2020.

The Director reviewed with the Board the Personnel Organizational Chart dated October 20, 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 – September 2020.

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

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

Out-of-Home Placement Report – September 2020.

Screened in Child Protection Reports – September 2020.

Child Protection Information Report.

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

Adult Mental Health Commitments Report –September 2020.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – September 2020.

Burial Expense Report – 2019 through September 2020.

Purchase of Services

The Director informed the Board regarding the contract with MN Workforce Center – SNAP Employment and Training for the time period of October 1, 2020 through September 30, 2021. This contract was 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, 2021 through December 31, 2021. Referred to County Board.

The Director informed the Board regarding the contract with Tri-Valley Transportation and Senior Companion for the time period of January 1, 2021 through December 2021. Referred to County Board.

General Business

The Director shared with the Board regarding the Resolution to accept financial donation on behalf of Polk County Social Services from Ultima Bank. This was referred to County Board.

Other

Income Maintenance Unit 2020 Active Cases by Program Report.

Child Support Collection & Distribution Reports – September 2020.

Molly Paulsrud, Social Services Supervisor, shared with the Board regarding Long Term Care program, Child care/Foster Care licensing program, and Chemical Dependency program.

Karen Warmack
Karen Warmack, Director
Polk County Social Service Center

Gerald Jacobson
Chairman, County Social Service Board

Attest: Cathy Sutter
Secretary, County Social Service Board