

Name of County

Polk County, Minnesota

Date of Meeting

November 17, 2020 Convened at 8:00 A.M. – Adjourned at 8:57 A.M.

Board Members Present

Gerald Jacobson – Chair

Joan Lee – Vice Chair

Don Diedrich – Commissioner

Gary Willhite – Commissioner

Warren Strandell, Commissioner

Cathy Gutterud – Secretary

Board Members Absence

Paula Waters – Board Member

Staff Present

Karen Warmack, Director

Betty Solie, Support Services Supervisor

Randy Beggs, Fiscal Supervisor I

LeAnn Holte, Financial Assistance Supervisor II

Chandra Selzler, Eligibility Worker

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Commissioner Diedrich, seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the Minutes from the October 20, 2020 Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Willhite, seconded by Commissioner Diedrich and adopted by unanimous vote of the Board to approve the meeting Agenda for November 17, 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	\$289.20
Administration	\$251,824.90
Employee & Board	\$654.50
Medicare Part B	\$7,085.40

Non Public

Special Run	\$30.00
Payroll – Paydate 10/30/20	\$316,548.53
POS 10/30/20	\$49,087.18
1 st of the Month	\$5,924.21
Special Run 11/20/20	\$75.00
Payroll – Paydate 11/13/20	\$313,213.01
POS 11/20/20	\$188,453.96
MA Insurance	\$7,439.50
Medical Transportation	\$12,945.91
Collaborative 11/17/20	\$1,250.00

Warrants for Publication

Warrants Approved on 11/17/2020 for Payment 10/23/2020

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

Warrants for Publication

Warrants Approved on 11/17/2020 for Payment 11/6/2020

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$5,297.21
3 Payments less than 2000	\$627.00
Final Total:	\$5,924.21

Warrants for Publication

Warrants Approved on 11/17/2020 for Payment 11/10/2020

<u>Vendor Name</u>	<u>Amount</u>
2 Payments less than 2000	\$75.00
Final Total:	\$75.00

Warrants for Publication

Warrants Approved on 11/17/2020 for Payment 11/20/2020

<u>Vendor Name</u>	<u>Amount</u>
Career Force – Willmar	\$2,704.63
Carlin Family Funeral Service	\$2,650.00
Clay County IT Department	\$17,500.00
DHS – Swift	\$158,450.12
Fleet Services	\$5,583.69
Gregory J Norman Funeral Chapel	\$2,650.00
Language Line Services	\$5,015.60
Now Micro Inc.	\$4,810.00
Polk County Administrator	\$20,996.24
Polk County IS Department	\$12,458.64
Verizon Wireless	\$4,976.26
32 Payments less than 2000	\$14,029.72
Final Total:	\$251,824.90

Warrants for Publication

Warrants Approved on 11/17/2020 for Payment 11/20/2020

<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 11/17/2020 for Payment 11/20/2020

<u>Vendor Name</u>	<u>Amount</u>
10 Payments less than 2000	\$654.50
Final Total:	\$654.50

Personnel

The Director informed the Board regarding the Probationary Appointment of Brianna Bly, Office Support Specialist, effective November 2, 2020 and the resignation of Brianna Bly, Office Support Specialist effective November 3, 2020.

The Director informed the Board regarding the Probationary Appointment of Terry Mackner, Office Support Specialist, effective November 9, 2020.

The Director informed the Board regarding the Probationary Appointment of Sydney Moug, Social Worker, effective November 9, 2020

The Director informed the Board regarding the Probationary Appointment of Ashley Thompson, Eligibility Worker, effective November 30, 2020.

The Director informed the Board regarding the Probationary Appointment of Leyla Hussein, Office Support Specialist, effective November 30, 2020.

The Director informed the Board regarding the Probationary Appointment of Hannah Gullekson, Eligibility Worker, effective December 1, 2020.

The Director reviewed with the Board the Personnel Organizational Chart dated November 17, 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 – October 2020.

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

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

Out-of-Home Placement Report – October 2020.

Screened in Child Protection Reports – October 2020.

Child Protection Information Report.

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

Adult Mental Health Commitments Report –October 2020.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – October 2020.

Burial Expense Report – 2019 through October 2020.

Purchase of Services

The Director informed the Board regarding the contract with Department of Employment and Economic Development for the time period of January 1, 2021 through December 31, 2021. This contract was referred to County Board.

The Director informed the Board regarding the contract with Minnesota Department of Human Services for the Children's Mental Health Screening grant for the time period of January 1, 2021 through December 31, 2021. This contract was referred to County Board.

The Director informed the Board regarding the contract with Northwestern Mental Health Center for Adult Mental Health Services for the time period of January 1, 2021 through December 31, 2021. This contract was referred to County Board.

The Director informed the Board regarding the contract with Northwestern Mental Health Center for Children's Mental Health Services, Outpatient Services and Clinical Supervision for the time period of January 1, 2021 through December 31, 2021. This contract was referred to County Board.

The Director informed the Board regarding the contract with Occupational Developmental Center for the time period of January 1, 2021 through December 31, 2021. This contract was referred to County Board.

The Director informed the Board regarding the contract with TriMin Systems Agreement for the time period of January 1, 2021 through December 31, 2021. This contract was referred to County Board.

The Director informed the Board regarding the contract with Village Family Service Center for the time period of January 1, 2021 through December 31, 2021. This contract was referred to County Board.

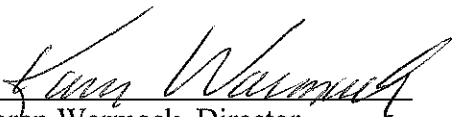
Other

Income Maintenance Unit 2020 Active Cases by Program Report.

LeAnn Holte, Financial Assistance Supervisor II, spoke to the Board regarding Income Maintenance programs and shared information on the Supplemental Nutrition Assistance Program (SNAP).

Child Support Collection & Distribution Reports – October 2020.

Chandra Selzler, Eligibility Worker, spoke to the Board regarding the Child Care Assistance Program (CCAP).


Karen Warmack, Director
Polk County Social Service Center


Chairman, County Social Service Board

Attest: 
Secretary, County Social Service Board