

Name of County

Polk County, Minnesota

Date of Meeting

March 15, 2022, Convened at 8:00 A.M. – Adjourned at 9:26 A.M.

Board Members Present

Joan Lee – Chair

Warren Strandell – Vice Chair

Gary Willhite – Commissioner

Gerald Jacobson – Commissioner

Mark Holy – Commissioner

Cathy Gutterud – Board Member

Board Members Absence

Paula Waters – Secretary

Staff Present

Karen Warmack, Director

Randy Beggs, Fiscal Supervisor I

Betty Solie, Support Services Supervisor

Heather Mackner, Case Aide

LeAnn Holte, Financial Assistance Supervisor II

Jon Street, Financial Assistance Supervisor I

Chandra Selzler, Eligibility Worker

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Gerald Jacobson, seconded by Cathy Gutterud and adopted unanimous vote of the Board to approve the Minutes from the February 15, 2022, Polk County Social Service Board Meeting.

Agenda

A motion was made by Warren Strandell, seconded by Gary Willhite and adopted by unanimous vote of the Board to approve the meeting Agenda for March 15, 2022, Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

Medicare Part B 2	\$680.40
Medicare Part B	\$5,443.20
Administration	\$69,542.70
Employee & Board	\$1,044.74

<u>Non-Public</u>	
POS 02-28-22	\$127,469.05
Payroll – Paydate 3-4-22	\$341,967.27
1 <sup>st</sup> of the Month	\$75,125.98
POS 3-18-22	\$189,313.68
MA Insurance	\$9,794.10
Medical Transportation	\$7,599.31
Payroll – Paydate 3-18-22	\$343,233.23

**Warrants for Publication**  
**Warrants Approved on 3/15/2022 for Payment 3/04/2022**

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$5,320.44
Mahnomen County Human Services	\$4,030.00
Marshall County Social Services	\$8,206.00
Norman County Social Services	\$3,877.00
Pennington County Human Services	\$10,177.00
Roseau County Social Service Center	\$40,838.00
9 Payments less than 2000	\$2,677.54
Final Total:	\$75,125.98

**Warrants for Publication**  
**Warrants Approved on 3/15/2022 for Payment 3/18/2022**

<u>Vendor Name</u>	<u>Amount</u>
Cease Family Funeral Home-Blackduck	\$2,975.00
Dahl Funeral Home	\$2,650.00
DHS – SWIFT	\$24,994.05
Korsmo Funeral Service	\$2,650.00
Polk County Administrator	\$24,561.59
Verizon Wireless	\$4,783.88
14 Payments less than 2000	\$6,928.18
Final Total:	\$69,542.70

**Warrants for Publication**  
**Warrants Approved on 3/15/2022 for Payment 3/18/2022**

<u>Vendor Name</u>	<u>Amount</u>
13 Payments less than 2000	\$1,044.74
Final Total:	\$1,044.74

Personnel

The Director reviewed with the Board the Personnel Organizational Chart dated March 15, 2022.

Budget

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

Social Services Budget Report – February 2022.

2022 Social Services Budget Review – February 2022.

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

Burial Expense Report – 2021 through February 2022.

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

Out-of-Home Placement Report –February 2022.

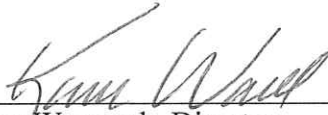
### Program Information

LeAnn Holte, Financial Assistance Supervisor II, and Chandra Selzler, Eligibility Worker, shared information with the Board regarding the Child Care Assistance Program.

LeAnn Holte, Financial Assistance Supervisor II and Jon Street, Financial Assistance Supervisor I, shared information regarding the Income Maintenance Unit 2022 Active Cases by Program Report.

Jon Street, Financial Assistance Supervisor I, spoke to the Board regarding MA Recoveries/Estate Recoveries.

Screened in Child Protection Report – February 2022.



Karen Warmack, Director  
Polk County Social Service Center



Chairman, County Social Service Board

Attest: 

Secretary, County Social Service Board