

Name of County

Polk County, Minnesota

Date of Meeting

March 16, 2021 Convened at 8:02 A.M. – Adjourned at 8:58 A.M.

Board Members Present

Gerald Jacobson – Chair

Joan Lee – Vice Chair

Warren Strandell, Commissioner

Gary Willhite – Commissioner

Mark Holy – Commissioner

Cathy Gutterud – Secretary

Paula Waters – Board Member

Staff Present

Karen Warmack, Director

Randy Beggs, Fiscal Supervisor I

Betty Solie, Support Services Supervisor

Cheryl Smart, Social Services Supervisor

Molly Paulsrud, Social Services Supervisor

Victoria Ramirez, Social Services Supervisor

Megan Starr, 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 unanimous vote of the Board to approve the Minutes from the February 16, 2021 Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Lee, seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the meeting Agenda for March 16, 2021 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	\$9,355.50
Administration	\$56,746.64
Employee & Board	\$413.56

Non Public

POS 02/26/21	\$71,321.30
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Payroll – Paydate 03/05/21	\$340,155.71
1 st of the Month	\$8,041.89
POS 3-19-21	\$224,862.57
MA Insurance	\$7,646.97
Medical Transportation	\$10,518.75
Payroll – Paydate 03/19/21	\$339,768.31

Warrants for Publication

Warrants Approved on 3/16/2021 for Payment 3/5/2021

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$5,783.16
Language Line Services	\$2,078.73
1 Payments less than 2000	\$180.00
Final Total:	\$8,041.89

Warrants for Publication

Warrants Approved on 3/16/2021 for Payment 3/19/2021

<u>Vendor Name</u>	<u>Amount</u>
DHS – SWIFT	\$7,904.75
Polk County Administrator	\$21,140.10
Stenshoel-Houske	\$10,600.00
Verizon Wireless	\$5,042.66
24 Payments less than 2000	\$12,059.13
Final Total:	\$56,746.64

Warrants for Publication

Warrants Approved on 3/16/2021 for Payment 3/19/2021

<u>Vendor Name</u>	<u>Amount</u>
8 Payments less than 2000	\$413.56
Final Total:	\$413.56

Personnel

The Director informed the Board regarding the Resignation of Teresa Adamson, Social Worker CPS, effective March 26, 2021.

The Director informed the Board regarding the Resignation of Leyla Hussein, Office Support Specialist, effective March 12, 2021.

The Director informed the Board of the end of Probationary appointment of Teresa Adamson, Social Worker CPS, effective March 5, 2021.

The Director informed the Board of the end of Probationary appointment of Ember DeCouteau, Social Worker, effective March 23, 2021.

The Director informed the Board of the end of Probationary appointment of Alexis Johnson, Office Support Specialist, effective March 14, 2021.

The Director informed the Board of the end of Probationary appointment of Frances Johnson Office Support Specialist Worker, effective March 21, 2021.

The Director informed the Board of the end of Probationary appointment of Jamie Plante, Child Support Officer, effective, March 30, 2021.

The Director informed the Board of the end of Probationary appointment of Madison Ringdahl, Social Worker CPS, effective March 30, 2021.

The Director informed the Board of the end of Probationary appointment of Morgan Schear, Eligibility Worker, effective March 9, 2021.

The Director reviewed with the Board the Personnel Organizational Chart dated March 9, 2021.

The Director reviewed with the Board the Proposed Personnel Organization Chart dated March 9, 2021. The Social Worker CPS position was reclassified as a Social Worker Team Leader position. Megan Starr, Social Services Supervisor and Cheryl Smart, Social Services Supervisor, shared information with the Board supporting the reclassification and the need for a Social Worker Team Leader Team position within the Social units. Request to fill the Social Worker Team Leader position and the vacant Office Support Specialist position will be referred to County Board.

Budget

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

Social Services Budget Report – February 2021.

2021 Social Services Budget Review – February 2021.

Social Services Month End Fund Balance Summary – 1999 through February 2021.

Out-of-Home Placement Cost Expenditures Report – 2019 through February 2021.

Out-of-Home Placement Report – February 2021.

Screened in Child Protection Reports – February 2021.

Child Protection Information Report.

Adult Mental Health Placement Costs for State Operated Services – February 2021.

Consolidated Chemical Dependency Treatment Fund Report.

MA Recoveries/Estate Recoveries – February 2021.

Burial Expense Report – 2020 through February 2021.

General Business

The Director shared with the Board regarding Calendar year 2020 Financial reporting.

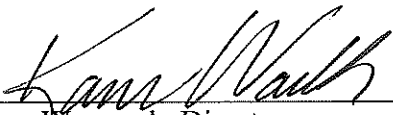
Molly Paulsrud, Social Services Supervisor, Victoria Ramirez, Social Services Supervisor, Cheryl Smart, Social Services Supervisor and Megan Starr, Social Services Supervisor, spoke to the Board regarding March is Social Work Recognition month and shared information with the Board.

Other

Income Maintenance Unit 2021 Active Cases by Program Report.

Child Support Collection & Distribution Reports – February 2021.

Victoria Ramirez, Social Services Supervisor, and Molly Paulsrud, Social Services Supervisor shared information with the Board regarding MnCHOICES Revision program.



Karen Warmack, Director
Polk County Social Service Center



Joan K. Ley
Chairman, County Social Service Board

Attest: 

Cathy Gutierrez
Secretary, County Social Service Board