

Name of County

Polk County, Minnesota

Date of Meeting

April 19, 2022, Convened at 8:00 A.M. – Adjourned at 9:02 A.M.

Board Members Present

Joan Lee – Chair

Warren Strandell – Vice Chair

Gary Willhite – Commissioner

Gerald Jacobson – Commissioner

Mark Holy – Commissioner

Paula Waters – Secretary

Cathy Gutterud – Board Member

Staff Present

Randy Beggs, Fiscal Supervisor I

Betty Solie, Support Services Supervisor

Sheila Razmyslowski, Social Services Supervisor

Anna Colter, Family Based Services Provider

Kalab Thompson, Family Based Services Provider

Paige Curran, Family Based Services Provider

Miranda Casetta, Social Worker CPS,

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Commissioner Strandell, seconded by Commissioner Holy and adopted unanimous vote of the Board to approve the Minutes from the March 15, 2022, Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Jacobson, seconded by Board Member Gutterud and adopted by unanimous vote of the Board to approve the meeting Agenda for April 19, 2022, Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

| | |
|------------------|--------------|
| Administration | \$245,043.11 |
| Employee & Board | \$1,650.41 |
| Medicare Part B | \$7,314.30 |

Non-Public

| | |
|--------------|----------|
| MA Insurance | \$996.84 |
|--------------|----------|

| | |
|------------------------------|--------------|
| Payroll – Pay Date 4-1-22 | \$272,382.92 |
| POS 3-31-22 | \$94,377.81 |
| 1 st of the Month | \$8,762.42 |
| Payroll – Pay Date 4-15-22 | \$341,023.55 |
| POS 4-22-22 | \$309,001.04 |
| MA Insurance | \$14,032.24 |
| Medical Transportation | \$7,404.90 |

Warrants for Publication
Warrants Approved on 4/19/2022 for Payment 4/8/2022

| <u>Vendor Name</u> | <u>Amount</u> |
|---------------------------|---------------|
| Fleet Services | \$5,339.69 |
| 6 Payments less than 2000 | \$3,422.73 |
| Final Total: | \$8,762.42 |

Warrants for Publication
Warrants Approved on 4/19/2022 for Payment 4/22/2022

| <u>Vendor Name</u> | <u>Amount</u> |
|-------------------------------|---------------|
| Boulger Funeral Home | \$2,650.00 |
| DHS – SWIFT | \$157,291.43 |
| HSL Consulting | \$2,137.50 |
| Johnson Funeral Service, Inc. | \$2,650.00 |
| Polk County Administrator | \$20,606.86 |
| Polk County IS Department | \$27,801.26 |
| Stenshoel-Houske | \$14,500.00 |
| Verizon Wireless | \$4,759.63 |
| WEX Bank | \$2,100.10 |
| 29 Payments less than 2000 | \$10,546.33 |
| Final Total: | \$245,043.11 |

Warrants for Publication
Warrants Approved on 4/19/2022 for Payment 4/22/2022

| <u>Vendor Name</u> | <u>Amount</u> |
|----------------------------|---------------|
| 19 Payments less than 2000 | \$1,650.41 |
| Final Total: | \$1,650.41 |

Personnel

Betty Solie, Support Services Supervisor, informed the Board regarding the Resignation of Mikala Wodarek, Eligibility Worker, effective April 20, 2022. Request for replacement was approved by County Board on April 5, 2022.

Betty Solie, Support Services Supervisor, informed the Board regarding the Resignation of Riley Larson, Case Aide, effective April 22, 2022. Request for replacement was approved by County Board on April 5, 2022.

Betty Solie, Support Services Supervisor, informed the Board regarding the Retirement of Beth Greenwood, Family Based Services Provider, effective June 1, 2022. Request for replacement was approved by County Board on April 5, 2022.

Betty Solie, Support Services Supervisor, informed the Board regarding the Retirement of Wendie Dobias-Osborn, Family Based Services Provider Worker, effective May 6, 2022. Request for replacement was referred to County Board.

Betty Solie, Support Services Supervisor, informed the Board of the end of Probationary appointment of Laura Hammargren, Office Support Specialist, effective April 11, 2022.

Betty Solie, Support Services Supervisor, informed the Board of the end of Probationary appointment of Frances Kanneh, Eligibility Worker, effective April 4, 2022.

Betty Solie, Support Services Supervisor, informed the Board of the end of Probationary appointment of Marna Kelly, Social Worker Team Leader, effective March 27, 2022.

Betty Solie, Support Services Supervisor, reviewed with the Board the Personnel Organizational Chart dated April 19, 2022.

Budget

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

Social Services Budget Report – March 2022.

2022 Social Services Budget Review – March 2022.

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

Correspondence from the Department of Human Services dated April 4, 2022 regarding calendar year 2021 financial reporting. Polk County received a perfect performance in the submission of 32 major reports covering the four calendar quarters of 2021.

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

Out-of-Home Placement Report – March 2022.

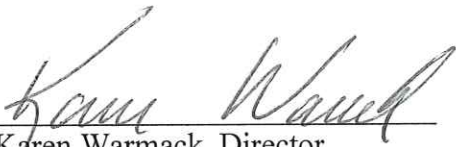
Program Information

Jon Street, Financial Assistance Supervisor I, shared with the Board regarding Income Maintenance Unit 2022 Active Cases by Program Report.

Screened in Child Protection Report – March 2022.

Sheila Razmyslowski, Social Services Supervisor, Anna Colter, Family Based Services Provider, Kalab Thompson, Family Based Services Provider, Paige Curran, Family Based Services

Provider, and Miranda Casetta, Social Worker CPS, spoke to the Board regarding April is Child Abuse Prevention month and shared program information.



Karen Warmack, Director
Polk County Social Service Center



Joan K. Lee
Chairman, County Social Service Board

Attest: 

Paula Waters
Secretary, County Social Service Board