

Name of County

Polk County, Minnesota

Date of Meeting

June 20, 2023, Convened at 1:00 P.M. – Adjourned at 2:22 P.M.

Board Members Present

Warren Strandell – Chair
Gary Willhite – Vice Chair
Mark Holy – Commissioner
Joan Lee – Commissioner
Cathy Gutterud – Secretary
Paula Waters – Board Member

Staff Present

Karen Warmack, Director
Randy Beggs, Fiscal Supervisor I
Betty Solie, Support Services Supervisor
Ashley Jacobson, Case Aide
LeAnn Holte, Financial Assistance Supervisor II
Jon Street, Financial Assistance Supervisor I
Victoria Ramirez, Social Services Manager

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 May 16, 2023, Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Lee, seconded by Commissioner Holy, and adopted by unanimous vote of the Board to approve the meeting Agenda for June 20, 2023, Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

Medicare Part B	\$5,606.60
Administration	\$94,993.62
Employee & Board	\$1,472.87

Non-Public

Payroll Pay Date 05-26-23	\$360,938.70
POS 5-31-23	\$91,747.66

Payroll 06-09-23	\$360,432.24
1 st of the Month	\$10,358.05
POS ACH 06-23-23	\$1,584.89
POS 6-23-23	\$191,762.52
MA Insurance	\$16,035.55
Medical Transportation	\$9,007.43

Warrants for Publication

Warrants Approved on 06/20/2023 for Payment 06/09/2023

<u>Vendor Name</u>	<u>Amount</u>
Kittson County Social Services	\$3,248.00
Pennington County Human Services	\$2,910.00
Roseau County Social Service Center	\$3,400.00
5 Payments less than 2000	\$800.05
Final Total:	\$10,358.05

Warrants for Publication

Warrants Approved on 06/20/2023 for Payment 06/23/2023

<u>Vendor Name</u>	<u>Amount</u>
Carlin Family Funeral Service	\$2,650.00
Cease Family Funeral Home-Bagley	\$3,936.25
DHS – SWIFT	\$32,581.43
Fleet Services	\$2,874.33
Polk County IS Department	\$11,812.25
Polk County, MN	\$20,369.76
Stenshoel-Houske	\$2,650.00
Verizon Wireless	\$4,596.43
WEX Bank	\$2,425.07
31 Payments less than 2000	\$11,098.10
Final Total:	\$94,993.62

Warrants for Publication

Warrants Approved on 06/20/2023 for Payment 06/23/2023

<u>Vendor Name</u>	<u>Amount</u>
17 Payments less than 2000	\$1,472.87
Final Total:	\$1,472.87

Personnel

The Director informed the Board regarding the Probationary Appointment of Amber Mix, Eligibility Worker, effective July 10, 2023.

The Director informed the Board regarding the Probationary Appointment of Jason Omdahl, Eligibility Worker, effective June 26, 2023.

The Director informed the Board regarding the Probationary Appointment of Lauren Sather, Social Worker, effective June 12, 2023.

The Director informed the Board regarding the Resignation of Melinda Larson, Office Support Specialist, effective July 7, 2023. Request for replacement referred to County Board on June 20, 2023.

The Director informed the Board regarding the Resignation of Ashley Loewen, Accounting Technician, effective July 28, 2023. Request for replacement was approved by Board on June 20, 2023.

The Director informed the Board regarding the Resignation of Karly Resendiz, Social Worker, effective June 30th. Request for replacement referred to County Board on June 20, 2023.

The Director spoke to the Board regarding a request for a Temporary part-time Social Worker to assist with the Developmental Disabilities unit. The request for a Temporary part-time Social Worker was referred to the County Board on June 20, 2023.

The Director informed the Board regarding the Status change of Chelsey Cariveau, Eligibility Worker, effective June 20, 2023

The Director informed the Board regarding the Status change of Taylor Huss, Social Worker, effective May 30, 2023

The Director informed the Board regarding the end of Probationary appointment of Emily Hestekind, Office Support Specialist, effective June 7, 2023.

The Director informed the Board regarding the end of Probationary appointment of Michelle Nelson, Eligibility Worker, effective June 10, 2023.

The Director informed the Board regarding the end of Probationary Appointment of Jennifer Pantzer, Social Worker CPS, effective June 20, 2023.

The Director reviewed with the Board the Personnel Organizational Chart dated June 20, 2023.

Budget

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

Social Services Budget Report – May 2023.

Social Services Budget Review – May 2023.

Social Services Month End Fund Balance Summary – 2000 through May 2023.

Burial Expense Report – May 2023.

Out-of-Home Placement Cost Expenditures Report – 2021 through May 2023.

Out of Home Placement Report – May 2023.

County Board Information

The Director informed the Board regarding a request for Out of State Travel for May 2024. The request for Out of State Travel was referred to the County Board.

Program Information

Screened in Child Protection Report – May 2023.

Screened in Vulnerable Adult Report – May 2023.

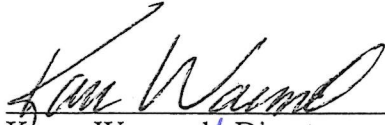
Income Maintenance Report – May 2023.

Jon Street, Financial Assistance Supervisor I, spoke to the Board regarding MA Recoveries/Estate Recoveries for 2023.

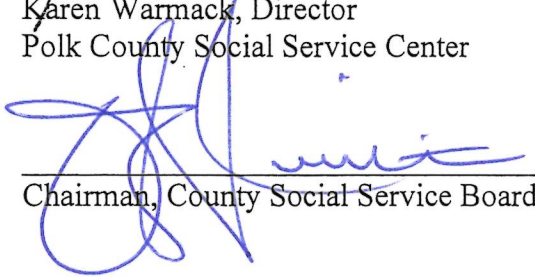
Jon Street, Financial Assistance Supervisor I, and LeAnn Holte, Financial Assistance Supervisor II, spoke to the Board regarding Health Care Renewals process, SNAP Time Limited work rules for recipients, and Emergency Assistance for Adult and Families.

Victoria Ramirez, Social Services Manager, LeAnn Holte, Financial Assistance Supervisor II, and Betty Solie, Support Services Supervisor, shared with the Board regarding Diversity Education and Awareness information they received as part of their Cohort 3 Equity training.

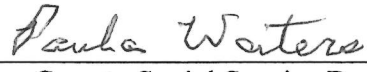
Victoria Ramirez, Social Services Manager, shared with the Board regarding Family Resource Center recent grand opening, upcoming events, and FRC website.



Karen Warmack, Director
Polk County Social Service Center



Chairman, County Social Service Board

Attest: 

Secretary, County Social Service Board