

Name of County

Polk County, Minnesota

Date of Meeting

July 19, 2022, Convened at 8:00 A.M. – Adjourned at 9:14 A.M.

Board Members Present

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

Absence Board Member

Paula Waters – Secretary
Gerald Jacobson – Commissioner

Staff Present

Karen Warmack, Director
Randy Beggs, Fiscal Supervisor I
Betty Solie, Support Services Supervisor
Jon Street, Financial Assistance Supervisor I

Others Present

Chuck Whiting, County Administrator
Marc Cardinal, Fraud Prevention Specialist

Nomination/Election of Officers

A motion was made by Commissioner Willhite, seconded by Commissioner Holy to nominate Commissioner Strandell as the new Chair. The motion was carried by unanimous vote of the Board to elect Commissioner Strandell as the new Chair of the Polk County Social Service Board effective July 19, 2022.

A motion was made by Commissioner Lee, seconded by Commissioner Holy to nominate Commissioner Willhite as the new Vice Chair. The motion was carried by unanimous vote of the Board to elect Commissioner Willhite as the new Vice Chair of the Polk County Social Service Board effective July 19, 2022.

A motion was made by Commissioner Willhite, seconded by Commissioner Holy to nominate Board Member Gutterud as the new Secretary. The motion was carried by unanimous vote of the Board to elect Board Member Gutterud as the new Secretary of the Polk County Social Service Board effective July 19, 2022.

Minutes

A motion was made by Commissioner Willhite, seconded by Commissioner Holy and adopted unanimous vote of the Board to approve the Minutes from the June 21, 2022, Polk County Social Service Board Meeting.

Agenda

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

Review of the Cases and Claims

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

Admin

Medicare Part B	\$7,314.30
Administration	\$63,273.29
Employee & Board	\$1,727.19

Non-Public

Medical Transportation	\$1,223.38
Payroll – Pay Date 6-24-22	\$338,738.04
Special Run	\$15.00
POS 6-30-22	\$85,324.86
Payroll – Pay Date 7-8-22	\$342,921.00
1 st of the Month	\$7,362.51
POS 7-22-22	\$273,009.04
MA Insurance	\$13,314.11
Medical Transportation	\$9,482.85
Payroll – Pay Date 7-22-22	\$349,253.64

Warrants for Publication

Warrants Approved on 7/19/2022 for Payment 6/27/2022

<u>Vendor Name</u>	<u>Amount</u>
1 Payments less than 2000	\$15.00
Final Total:	\$15.00

Warrants for Publication

Warrants Approved on 7/19/2022 for Payment 7/08/2022

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$5,320.44
5 Payments less than 2000	\$2,042.07
Final Total:	\$7,362.51

Warrants for Publication

Warrants Approved on 7/19/2022 for Payment 7/22/2022

<u>Vendor Name</u>	<u>Amount</u>
DHS – SWIFT	\$21,325.25
Enterprise FM Trust	\$6,817.00
Johnson Funeral Service, Inc.	\$2,650.00
Polk County, MN	\$17,208.34
Verizon Wireless	\$4,801.60

WEX Bank	\$2,401.41
34 Payments less than 2000	\$8,069.69
Final Total:	\$63,273.29

Warrants for Publication
Warrants Approved on 7/19/2022 for Payment 7/22/2022

<u>Vendor Name</u>	<u>Amount</u>
20 Payments less than 2000	\$1,727.19
Final Total:	\$1,727.19

Personnel

The Director informed the Board regarding the Status Change of Cody Magsam, Eligibility Worker, effective September 12, 2022.

The Director informed the Board regarding the Probationary Appointment of Erica Perry, Eligibility Worker, effective July 25, 2022.

The Director informed the Board regarding the Probationary Appointment of Marie Martinez-Sanchez, Social Worker CPS, effective July 25, 2022.

The Director informed the Board regarding the Resignation of Heather Mackner, Case Aide, effective July 23, 2022. Request for replacement was referred to County Board.

The Director informed the Board of the Retirement of Beth Greenwood, Family Based Services Provider, effective July 5, 2022.

The Director informed the Board of the end of Probationary appointment of Lindsey Henning, Social Worker CPS, effective July 19, 2022.

The Director informed the Board of the end of Probationary appointment of Karen Watt, Social Worker CPS, effective July 12, 2022.

The Director reviewed with the Board the Personnel Organizational Chart dated July 19, 2022.

Budget

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

Social Services Budget Report – June 2022.

2022 Social Services Budget Review – June 2022.

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

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

Out-of-Home Placement Report – June 2022.

Program Information

Screened in Child Protection Report – June 2022.

Income Maintenance Unit 2022 Active Cases by Program Report.


MA Recoveries/Estate Recoveries – June 2022

Correspondence from the Department of Human Services dated June 27, 2022, regarding More food benefits for young children on the way.

Jon Street, Financial Supervisor I, spoke to the Board regarding Income Maintenance program updates.

Jon Street, Financial Supervisor I, spoke to the Board regarding Health Care transportation concerns.

Marc Cardinal, Fraud Prevention Specialist, spoke to the Board regarding Fraud Prevention updates for Polk County and the region.



Karen Warmack, Director
Polk County Social Service Center



Chairman, County Social Service Board

Attest: 
Secretary, County Social Service Board