

Name of County

Polk County, Minnesota

Date of Meeting

July 20, 2021, Convened at 8:00 A.M. – Adjourned at 9:22 A.M.

Board Members Present

Joan Lee – Chair

Warren Strandell – Vice Chair

Gerald Jacobson – Commissioner

Gary Willhite – Commissioner

Mark Holy – Commissioner

Paula Waters – Secretary

Cathy Gutterud – Board Member

Staff Present

Karen Warmack, Director

Randy Beggs, Fiscal Supervisor I

Betty Solie, Support Services Supervisor

LeAnn Holte, Financial Assistance Supervisor II

Others Present

Chuck Whiting, County Administrator

Marc Cardinal, Fraud Prevention Specialist

Nomination/Election of Officers

A motion was made by Commissioner Jacobson, seconded by Commissioner Strandell to nominate Commissioner Lee as the new Chair. The motion was carried by unanimous vote of the Board to elect Commissioner Lee as the new Chair of the Polk County Social Service Board effective July 20, 2021.

A motion was made by Commissioner Willhite, seconded by Commissioner Holy to nominate Commissioner Strandell as the new Vice Chair. The motion was carried by unanimous vote of the Board to elect Commissioner Strandell as the new Vice Chair of the Polk County Social Service Board effective July 20, 2021.

A motion was made by Board Member Gutterud, seconded by Commissioner Willhite to nominate Board Member Waters as the new Secretary. The motion was carried by unanimous vote of the Board to elect Board Member Waters as the new Secretary of the Polk County Social Service Board effective July 20, 2021.

Minutes

A motion was made by Commissioner Jacobson, seconded by Commissioner Holy and adopted unanimous vote of the Board to approve the Minutes from the June 15, 2021, Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Willhite, seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the meeting Agenda for July 20, 2021, Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

Medicare Part B	\$7,573.50
Administration	\$144,412.84
Employee & Board	\$492.11

Non-Public

Payroll – Paydate 06/25/21	\$330,442.77
POS 6-30-21	\$130,995.22
Payroll – Paydate 7-9-21	\$334,032.43
1 <sup>st</sup> of the Month	\$21,472.73
POS 7/23/21	\$779,240.39
MA Insurance	\$10,904.12
Medical Transportation	\$10,748.26
Payroll – Paydate 7-23-21	\$331,413.10

**Warrants for Publication**

**Warrants Approved on 7/20/2021 for Payment 7/09/2021**

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$5,783.16
Marshall County Social Services	\$2,112.00
Roseau County Social Service Center	\$9,935.00
7 Payments less than 2000	\$3,642.57
Final Total:	\$21,472.73

**Warrants for Publication**

**Warrants Approved on 7/20/2021 for Payment 7/23/2021**

<u>Vendor Name</u>	<u>Amount</u>
Career Force – Willmar	\$3,609.31
Carlin Family Funeral Service	\$2,650.00
Dahl Funeral Home	\$2,650.00
DHS – SWIFT	\$74,018.73
Polk County Administrator	\$40,491.20
Stenshoel-Houske	\$6,650.00
Verizon Wireless	\$4,970.25
23 Payments less than 2000	\$9,373.35
Final Total:	\$144,412.84

**Warrants for Publication**

**Warrants Approved on 7/20/2021 for Payment 7/23/2021**

<u>Vendor Name</u>	<u>Amount</u>
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8 Payments less than 2000	\$492.11
Final Total:	\$492.11

### Personnel

The Director informed the Board regarding the Probationary Appointment of Karen Watt, Social Worker CPS, effective July 12, 2021.

The Director informed the Board regarding the Probationary Appointment of Lindsey Henning, Social Worker CPS, effective July 19, 2021.

The Director informed the Board regarding the Resignation of Monique Miller-Francis, Eligibility Worker, effective August 13, 2021. Request for replacement was referred to County Board.

The Director informed the Board regarding the Resignation of Brittney Palm, Social Worker, effective August 4, 2021. Request for replacement was approved by County Board on July 6, 2021.

The Director informed the Board regarding the Resignation of Jill Schulz, Family Based Services Provider, effective June 25, 2021. Request for replacement was approved by County Board on July 6, 2021.

The Director reviewed with the Board the Personnel Organizational Chart dated July 20, 2021.

### Budget

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

Social Services Budget Report – June 2021.

2021 Social Services Budget Review – June 2021.

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

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

Out-of-Home Placement Report – June 2021.

Screened in Child Protection Reports – June 2021.

Child Protection Information Report.

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

MA Recoveries/Estate Recoveries – June 2021.

Burial Expense Report – 2020 through June 2021.

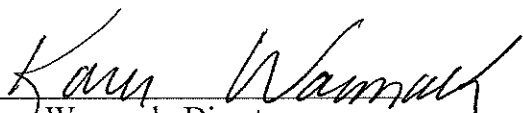
Other

Income Maintenance Unit 2021 Active Cases by Program Report.

Child Support Collection & Distribution Reports – June 2021.

LeAnn Holte, Financial Supervisor II, spoke to the Board regarding Income Maintenance program updates.

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

  
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Karen Warmack, Director  
Polk County Social Service Center

  
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Chairman, County Social Service Board

Attest:   
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Secretary, County Social Service Board