

Name of County

Polk County, Minnesota

Date of Meeting

September 20, 2022, Convened at 8:00 A.M. – Adjourned at 9:20 A.M.

Board Members Present

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

Staff Present

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

Minutes

A motion was made by Commissioner Willhite, seconded by Commissioner Jacobson, and adopted unanimous vote of the Board to approve the Minutes from the August 16, 2022, Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Lee, seconded by Board Member Waters and adopted by unanimous vote of the Board to approve the meeting Agenda for September 20, 2022, Polk County Social Service Board Meeting.

Review of the Cases and Claims

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

Admin

Medicare Part B	\$6,974.10
Administration	\$55,985.27
Employee & Board	\$882.79

Non-Public

Special Run 8-22-22	\$45.00
POS 8-31-22	\$138,546.37
Payroll Pay Date 9-2-22	\$334,527.82
1 st of the Month	\$100,290.79
Payroll Pay Date 9-16-22	\$340,976.11

MA Insurance	\$13,689.06
Medical Transportation	\$13,796.16
POS 9/23/22	\$171,915.08
Payroll Pay Date 9-30-22	\$278,997.51

Warrants for Publication

Warrants Approved on 9/20/2022 for Payment 8/22/2022

<u>Vendor Name</u>	<u>Amount</u>
2 Payments less than 2000	\$45.00
Final Total:	\$45.00

Warrants for Publication

Warrants Approved on 9/20/2022 for Payment 9/09/2022

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$5,188.98
Mahnomen County Human Services	\$2,410.00
Marshall County Social Services	\$4,169.00
Pennington County Human Services	\$35,185.00
Roseau County Social Service Center	\$48,312.00
5 Payments less than 2000	\$5,025.81
Final Total:	\$100,290.79

Warrants for Publication

Warrants Approved on 9/20/2022 for Payment 9/23/2022

<u>Vendor Name</u>	<u>Amount</u>
Dahl Funeral Home	\$2,650.00
Korsmo Funeral Service	\$2,650.00
Marshall County Social Services	\$4,832.00
Norman County Social Services	\$3,592.00
Polk County, MN	\$19,945.88
Stenshoel-Houske	\$4,478.22
Verizon Wireless	\$4,534.32
40 Payments less than 2000	\$13,302.85
Final Total:	\$55,985.27

Warrants for Publication

Warrants Approved on 9/20/2022 for Payment 9/23/2022

<u>Vendor Name</u>	<u>Amount</u>
22 Payments less than 2000	\$882.79
Final Total:	\$882.79

Personnel

The Director informed the Board regarding the Probationary Appointment of Joy Partridge, Family Based Services Provider, effective September 12, 2022.

The Director informed the Board regarding the Status Change of Ashley Jacobson, Case Aide, effective September 12, 2022. Request for replacement of an Office Support Specialist was approved at County Board on September 6, 2022.

The Director informed the Board regarding the Status Change of Taylor Huss, Social Worker, effective December 5, 2022.

The Director informed the Board regarding the Resignation of Brenna Harrower, Social Worker, effective August 25, 2022. Request for replacement was approved at County Board on September 6, 2022.

The Director informed the Board regarding the Resignation of Melissa Epema, Case Aide, effective August 29, 2022. Request for replacement was approved at County Board on September 6, 2022.

The Director informed the Board regarding the Resignation of Rebecca Schommer, Office Support Specialist, effective September 16, 2022. Request for replacement was referred to County Board.

The Director informed the Board regarding the Resignation of Jenna Richardson, Social Worker, effective September 23, 2022. Request for Replacement was approved at County Board on September 6, 2022.

The Director informed the Board of the end of Probationary appointment of Barbara LaFleur-Durden, Social Worker, effective September 23, 2022.

The Director reviewed with the Board the Personnel Organizational Chart dated September 20, 2022.

The Director informed the Board regarding Personnel concerns due to staff turnover. Social Services will be adding some temporary personnel to assist with these concerns.

Budget

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

Social Services Budget Report – August 2022.

2022 Social Services Budget Review – August 2022.

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

Burial Report – 2021 through August 2022.

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

Program Information

Income Maintenance Unit 2022 Active Cases by Program Report.


Polk County Social Service Center – SNAP Expedited & 30-day Processing from January 2022 through March 2022 achieved a 96% or higher timeliness rate.

LeAnn Holte, Financial Assistance Supervisor II and Jon Street, Financial Assistance Supervisor I, updated the Board on the Income Maintenance reports.

Victoria Ramirez, Social Services Supervisor, and Jon Street Financial Assistance Supervisor I spoke to the Board regarding Lead Agency Business Process review.

The Director and Randy Beggs, Fiscal Supervisor I, spoke to the Board regarding the 2023 Budget Proposal and shared information with the Board.

The Director spoke to the Board regarding American Rescue Act (ARPA) funds for Social Services/Family Resource Center. The Director shared information with the Board regarding a request to hire a Human Services Manager. Discussion was held amongst the Board.



Karen Warmack, Director
Polk County Social Service Center



Chairman, County Social Service Board

Attest: 

Secretary, County Social Service Board