

Name of County

Polk County, Minnesota

Date of Meeting

September 21, 2021, Convened at 8:00 A.M. – Adjourned at 9:32 A.M.

Board Members Present

Joan Lee – Chair

Warren Strandell – Vice Chair

Gary Willhite – Commissioner

Mark Holy – Commissioner

Paula Waters – Secretary

Board Members Absence

Cathy Gutterud – Board Member

Gerald Jacobson – Commissioner

Staff Present

Karen Warmack, Director

Randy Beggs, Fiscal Supervisor I

Betty Solie, Support Services Supervisor

Melissa Hesby, Child Support Supervisor

Others Present

Chuck Whiting, County Administrator

Minutes

A motion was made by Commissioner Holy, seconded by Commissioner Willhite, and adopted unanimous vote of the Board to approve the Minutes from the August 17, 2021, Polk County Social Service Board Meeting.

Agenda

A motion was made by Commissioner Strandell, seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the meeting Agenda for September 21, 2021, 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

Medicare Part B	\$8,019.00
Administration	\$468,665.42
Employee & Board	\$1,329.88

Non-Public

Special Run	\$15.00
POS 8-31-21	\$10,413.99

Payroll – Paydate 9-3-21	\$330,522.46
1 st of the Month	\$18,650.44
Special Run	\$15.00
POS 9-24-21	\$323,315.48
MA Insurance	\$10,752.06
Medical Transportation	\$21,364.19
Payroll – Paydate 9-17-21	\$327,946.65

Warrants for Publication

Warrants Approved on 9/21/2021 for Payment 8/20/2021

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

Warrants for Publication

Warrants Approved on 9/21/2021 for Payment 9/10/2021

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$5,320.44
Mahnomen County Human Services	\$3,750.00
Norman County Social Services	\$5,000.00
Red Lake County Social Services	\$4,450.00
1 Payments less than 2000	\$130.00
Final Total:	\$18,650.44

Warrants for Publication

Warrants Approved on 9/21/2021 for Payment 9/15/2021

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

Warrants for Publication

Warrants Approved on 9/21/2021 for Payment 9/24/2021

<u>Vendor Name</u>	<u>Amount</u>
Anderson Family Funeral Home	\$2,650.00
DHS – SWIFT	\$9,801.61
Norman County Social Services	\$2,237.00
Pennington County Human Services	\$79,579.00
Polk County Administrator	\$286,561.87
Roseau County Social Service Center	\$65,648.00
Stenshoel-Houske	\$5,300.00
Verizon Wireless	\$4,892.72
26 Payments less than 2000	\$11,995.22
Final Total:	\$468,665.42

Warrants for Publication

Warrants Approved on 9/21/2021 for Payment 9/24/2021

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

\$1,329.88
\$1,329.88

Personnel

The Director informed the Board regarding the Probationary appointment of Sheila Razmyslowski, Social Services Supervisor, effective August 23, 2021.

The Director informed the Board regarding the Probationary appointment of Barbara Lafleur-Durden, Social Worker, effective September 7, 2021.

The Director informed the Board regarding the Status Change of Marna Kelly, Social Worker Team Leader, effective, September 27, 2021.

The Director informed the Board regarding the Status Change of Frances Kanneh, Eligibility Worker, effective, October 4, 2021.

The Director informed the Board regarding the Probationary appointment of Laura Hammargren, Office Support Specialist, effective October 11, 2021.

The Director and Betty Solie, Support Services Supervisor, presented to the Board regarding a request/proposal for an Office Support Specialist, Senior position. This position will assist with the workflow and training of the Office Support Specialist unit. The Office Support Specialist, Senior request/proposal was referred to County Board.

The Director reviewed with the Board the Personnel Organizational Chart dated September 21, 2021.

Budget

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

Social Services Budget Report – August 2021.

2021 Social Services Budget Review – August 2021.

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

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

Out-of-Home Placement Report – August 2021.

Screened in Child Protection Report – August 2021.

Child Protection Drug Use/Opioid Epidemic Response Report.

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

MA Recoveries/Estate Recoveries – August 2021.

Burial Expense Report – 2020 through August 2021.

The Director and Randy Beggs, Fiscal Supervisor I, presented to the Board regarding the Polk County Social Services Proposed 2022 Budget. Discussion was held amongst the Board.

County Board Information

The Director informed the Board regarding the Resolution for Polk County Social Services to accept a financial donation from Hope Lutheran Church, Fosston, MN for the purpose of supporting needs of school aged children. The Resolution was referred to County Board.

The Director informed the Board regarding the Resolution for Polk County Social Services to accept “a bag of my own” project from Kiwanis Club for children in foster care. The Resolution was referred to County Board.

The Director shared with the Board regarding the Kiwanis Club “a bag of my own” project for children in foster care.

General Business

The Director shared with the Board regarding extended foster care thank you letter.

Other

Income Maintenance Unit 2021 Active Cases by Program Report.

Child Support Collection & Distribution Reports – August 2021.

Karen Warmack
Karen Warmack, Director
Polk County Social Service Center

Paul K Lee
Chairman, County Social Service Board

Attest: Paula Waters
Secretary, County Social Service Board