

Name of County

Polk County, Minnesota

Date of Meeting

October 18, 2022, Convened at 8:02 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 – Secretary  
Paula Waters – Board Member

Absence Board Member

Gerald Jacobson – Commissioner

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  
Molly Paulsrud, Social Services Supervisor  
Victoria Ramirez, Social Services Supervisor  
Danelle Amiot, Eligibility Worker  
Chandra Selzler, Eligibility Worker  
Brenda Schultz, Case Aide  
Jaime Dragon, Case Aide

Minutes

A motion was made by Commissioner Willhite, seconded by Board Member Gutterud, and adopted unanimous vote of the Board to approve the Minutes from the September 20, 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 October 18, 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	\$6,804.00
Administration	\$82,395.46
Employee & Board	\$1,346.32

<u>Non-Public</u>	
POS 09-30-22	\$288,357.52
1 <sup>st</sup> of the Month	\$7,538.00
Special Run	\$15.00
Payroll Pay Date 10-14-22	\$339,616.57
POS 10-21-22	\$277,963.61
MA Insurance	\$13,454.06
Medical Transportation	\$8,950.53
Payroll Pay Date 10-28-22	\$340,573.50

**Warrants for Publication**

**Warrants Approved on 10/18/2022 for Payment 10/07/2022**

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$3,953.93
5 Payments less than 2000	\$3,584.07
Final Total:	\$7,538.00

**Warrants for Publication**

**Warrants Approved on 10/18/2022 for Payment 10/10/2022**

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

**Warrants for Publication**

**Warrants Approved on 10/18/2022 for Payment 10/21/2022**

<u>Vendor Name</u>	<u>Amount</u>
DHS – SWIFT	\$22,465.04
Erikson-Vik-Ganje Funeral Homes	\$2,650.00
Fleet Services	\$2,722.36
Historic Norman Funeral Home	\$2,650.00
HSL Consulting	\$2,137.50
Polk County, MN	\$25,257.46
Stenshoel-Houske	\$8,800.00
Verizon Wireless	\$4,792.48
WEX BANK	\$2,374.99
29 Payments less than 2000	\$8,545.63
Final Total:	\$82,395.46

**Warrants for Publication**

**Warrants Approved on 10/18/2022 for Payment 10/21/2022**

<u>Vendor Name</u>	<u>Amount</u>
19 Payments less than 2000	\$1,346.32
Final Total:	\$1,346.32

Personnel

The Director informed the Board regarding the Resignation of Natalie Martin, Social Worker, effective October 10, 2022. Request for replacement was referred to County Board.

The Director informed the Board of the end of Probationary appointment of Melody Shibata, Eligibility Worker, effective October 18, 2022.

The Director reviewed with the Board the Personnel Organizational Chart dated October 18, 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 – September 2022.

2022 Social Services Budget Review – September 2022.

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

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

Out of Home Placement Report – September 2022.

### County Board Information

Resolution for Polk County to accept holiday gifts and distributed them between November 1, 2022, through December 31, 2022. Referred to County Board.

### Program Information

Screened in Child Protection Report – September 2022.

The Director reviewed with the Board regarding the screened in Child Protection and Vulnerable adult reports.

LeAnn Holte, Financial Assistance Supervisor II and Jon Street, Financial Assistance Supervisor I, spoke to the Board regarding the Income Maintenance Unit 2022 Active Cases by Program Report.

State of Minnesota Proclamation for County and Tribal Financial Worker and Case Aide Day is scheduled for October 12, 2022.

Chandra Selzler, Eligibility Worker, Danelle Amiot, Eligibility Worker, spoke to the Board regarding how clients can apply for all financial program excluding Health care through MN Benefits. Information was also shared regarding the MEC2 (Childcare) program.

Brenda Schultz, Case Aide and Jaime Dragon, Case Aide, spoke to the Board regarding the process for incoming Intakes for social programs and Case Aide duties they are assigned.



Karen Warmack, Director  
Polk County Social Service Center



Chairman, County Social Service Board

Attest   
Secretary, County Social Service Board