

Name of County:

Polk County, Minnesota

Date of Meeting:

October 19, 2021, convened at 08:00 A.M. – adjourned at 9:15 A.M.

Board Members Present:

Joan Lee – Chair

Warren Strandell – Vice Chair

Gary Willhite – Commissioner

Gerald Jacobson – Commissioner

Paula Waters – Secretary

Cathy Gutterud – Board Member

Board Members Absent:

Mark Holy – Board Member

Staff Present:

Karen Warmack, Director

Randy Beggs, Fiscal Supervisor I

Melissa Hesby, Child Support Supervisor

LeAnn Holte, Financial Assistance Supervisor II

Jon Street, Financial Assistance Supervisor I

Victoria Ramirez, Social Services Supervisor

Others Present:

Chuck Whiting, County Administrator

Mikey Kyler, Independence Plus

Minutes:

A motion was made by Commissioner Lee, seconded by Commissioner Willhite, and adopted by unanimous vote of the Board to approve the Minutes from the September 21, 2021, Polk County Social Service Board Meeting.

Agenda:

A motion was made by commissioner Strandell, seconded by Commissioner Jacobson, and adopted by unanimous vote of the Board to approve the meeting Agenda for October 19, 2021, Polk County Social Service Board Meeting.

Review of Cases and Claims:

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

<u>Admin</u>	
Medicare Part B	\$7,276.50
Administration	\$96,317.37
Employee & Board	\$1,065.25

<u>Non-Public</u>	
POS 9-30-21	\$40,364.54
Payroll – Paydate 10-1-21	\$267,058.45
1 st of the Month	\$8,625.16
Payroll – Paydate 10-15-21	\$352,174.31
POS 10-22-21	\$553,199.38
MA Insurance	\$12,081.38
Medical Transportation	\$18,324.67

Warrants for Publication

Warrants Approved on 10/19/2021 for Payment 10/08/2021

<u>Vendor Name</u>	<u>Amount</u>
Fleet Services	\$5,320.44
4 Payments less than 2000	\$3,304.72
Final Total:	\$8,625.16

Warrants for Publication

Warrants Approved on 10/19/2021 for Payment 10/22/2021

<u>Vendor Name</u>	<u>Amount</u>
Carlin Family Funeral Service	\$2,650.00
Connect Interiors	\$2,164.44
DHS – SWIFT	\$52,176.27
Polk County Administrator	\$18,987.75
Stenshoel-Houske	\$8,148.15
Verizon Wireless	\$4,883.36
22 Payments less than 2000	\$7,307.40
Final Total:	\$96,317.37

Warrants for Publication

Warrants Approved on 10/19/2021 for Payment 10/22/2021

<u>Vendor Name</u>	<u>Amount</u>
16 Payments less than 2000	\$1,065.25
Final Total:	\$1,065.25

Personnel:

The Director informed the Board regarding the Probationary appointment of Anisa Holwerda, Social Worker-CPS, effective October 11, 2021.

The Director informed the Board regarding the Probationary appointment of Melody Shibata, Eligibility Worker, effective October 18, 2021.

The Director informed the Board regarding the Resignation of Jessica Anderson, Eligibility Worker, effective October 21, 2021. Replacement was approved at County Board on September 28, 2021.

The Director presented to the Board regarding a request/proposal for an Office Support Specialist position be reclassified to a Case Aide position to be supervised by Betty Solie, Support Services Supervisor. This position will assist with the workflow and training of the Office Support Specialist unit and filing for Social Services units eligible for FFP reimbursements. The Office Support Specialist reclassification to Case Aide request/proposal was referred to the County Board.

The Director reviewed with the Board the Personnel Organizational Chart dated November 16, 2021.

Budget:

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

Social Services Budge Report – September, 2021.

2021 Social Services Budget Review – September, 2021.

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

Out of Home Placement Cost Expenditures Report – 2019 through September, 2021.

Out of Home Placement Report – September, 2021

Screened in Child Protection Report – September, 2021

County Board Information:

The Director informed the Board regarding the Resolution for the monetary contribution of \$500.00 from Blue Cross / Blue Shield for the distribution between 10/01/2021 and 12/31/2021, to target behavior health education and community support in Polk County. Resolution was referred to the County Board.

The Director informed the Board regarding a Occupational Development Center (ODC) Contract to provide job coaching and supported employment services to individuals with disabilities in the amount of \$23,000.00. Contract was referred to the County Board.

The Director informed the Board of the Minnesota Family Investment Program (MFIP) Biennial Plan, which outlines services and strategies intended to meet program measures with the goal of increasing economic stability of low-income families on MFIP. The goal is to ensure people

served through MFIP are equipped to obtain and sustain gainful employment that will ultimately lead to greater self-sufficiency. MFIP Biennial Plan referred to the County Board.

Other:

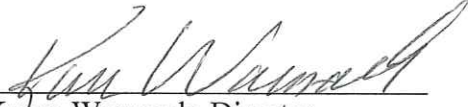
Income Maintenance Until 2021 Active Cases by Program Report. LeAnn Holte, Financial Services Supervisor II and Jon Street, Financial Supervisor I, shared information on the MFIP Biennial Service Agreement and partnership with CareerForce of Minnesota to assist clients utilizing MFIP while working toward self-sufficiency. Jon Street shared a thank you letter from a client who had utilized adult financial services and had a positive experience.

Child Support Collections & Distribution Report – August, 2021. Melissa Hesby, Child Support Supervisor, shared information on Child Support Program updates.

Victoria Ramirez, Social Services Supervisor, introduced guest speaker Mickey Kyler, Independence Plus to talk on challenges the disabled population is facing finding dependable and long term Personal Care Attendants. Victoria Ramirez also gave information on Polk County Social Service's role in Public Guardianship under Minnesota Statute.

Victoria Ramirez, Social Services Supervisor, provided information on a recent community event, "e-Race Stigma Community Walk", held October 9, 2021, to spread awareness and resources about suicide prevention. The Crookston community has suffered the loss of 3 young people to suicide this fall.

Victoria Ramirez, Social Services Supervisor, gave information on the services provided under the Occupational Developmental Center (ODC) Contract.



Karen Warmack, Director
Polk County Social Service Center



Joan K. Lee
Chairman, County Social Service Board

Attest: 

Paula Waters
Secretary, County Social Service Board