

Pennington County Human Service Committee

Meeting Agenda

September 15, 2020

7:00 am

Members Present

_____ Bruce Lawrence

_____ Don Jensen

_____ Cody Hempel

_____ Neil Peterson

_____ Darryl Tveitbakk

Section A

- I. Minutes: Review of 08/18/2020 HSC Meeting Minutes
- II. Personnel:
 - A. Eligibility Worker hiring update
 - B. Notice of Resignation
 - C. Request to refill Social Worker position
- III. General:
 - A. Update on CaseWorks, An EDMS (Electronic Data Management system).
 - B. Agency Budget
The CY 2021 Clinical Supervision Purchase of Service Agreement between Sherry Jose-Sobolik and Pennington County Human Services.
 - C. Telecommute Policy
 - D. The CY 2021 Children's Mental Health Screening Grant.
 - E. Out-of-Home Cost Report
 - F. Month's End Cash Balance
 - G. Other

Section B

- I. Special Case Situations (Social Services)
- II. Income Maintenance Update
- III. Special Case Situations (Public Assistance)
- IV. Payment of Bills

Section C

- I. Dates of Upcoming Committee Meetings:

09/15/2020
7:00 am

10/20/2020
7:00 am

11/17/2020
12:00 pm

**Pennington County Human Services
Income Maintenance Unit
2020 Active Cases by Program**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cash												
MFIP	39	40	40	51	53	58	58	58				
DWP	4	3	2	1	0	0	0	0				
GA	42	42	44	44	47	45	42	40				
GRH	45	48	46	49	50	49	46	46				
MSA	55	54	54	52	56	55	55	55				
EA	0	0	1	0	0	0	1	0				
EGA	1	1	0	0	0	1	0	1				
TOTAL	186	188	187	197	206	208	202	200	0	0	0	0

Food												
SNAP	484	473	474	491	501	484	463	469				
TOTAL	484	473	474	491	501	484	463	469	0	0	0	0

Health Care												
MA (MAXIS)	514	513	511	520	525	528	533	537				
IMD	7	8	8	7	7	6	7	7				
QMB	238	238	239	243	244	250	255	254				
SLMB	62	69	66	66	65	66	60	63				
QI-1	18	19	18	20	19	19	19	19				
MA (METS/MNsure)	778	785	820	820	851	851	862	870				
MCRE (METS)	45	44	44	44	52	52	53	53				
TOTAL	1,662	1,676	1,706	1,720	1,763	1,772	1,789	1,803	0	0	0	0

Total Active Programs	2,332	2,337	2,367	2,408	2,470	2,464	2,454	2,472	0	0	0	0
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Total Active Cases	1,774	1,771	1,801	1,821	1,855	1,822	1,805	1,824	0	0	0	0
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**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Aug-20**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	58	89	33	56	Minnesota Family Investment Program
DWP	0	0	0	0	Diversionary Work Program
GA	40	40	40	0	General Assistance
GRH	46	46	46	0	Group Residential Housing
MSA	55	54	54	0	Minnesota Supplement Aid
EA	0	0	0	0	Emergency Assistance
EGA	1	1	1	0	Emergency General Assistance
TOTAL	200	230	174	56	

Food					
SNAP	469	450	291	159	Supplemental Nutrition Assistance Program
TOTAL	469				

Health Care					
MA (MAXIS)	537	547	457	90	Medical Assistance
IMD	7	7	7	0	Institute for Mental Disease
QMB	254	255	254	1	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	63	67	67	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	19	23	23	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	870				Medical Assistance (as of 9/4/2020)
MCRE (METS)	53				MinnesotaCare (as of 9/4/2020)
TOTAL	1,803	899	808	91	

TOTAL ACTIVE PROGRAMS:	2,472
TOTAL ACTIVE CASES:	1,824

A regular meeting of the Pennington County Human Service Committee was held at 7:00 am, August 18, 2020, at the Pennington County Justice Center.

COMMITTEE MEMBERS PRESENT:

Darryl Tveitbakk
Don Jensen
Neil Peterson
Bruce Lawrence
Cody Hempel

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Maureen Monson
Charles Lundgren
Tammy Johnson

SECTION A

I. MINUTES:

- A. The July 21, 2020, Human Service Committee Meeting Minutes were electronically posted for review. Noting no corrections or changes, a recommendation was made to forward the Minutes to the Consent Agenda.

II. PERSONNEL:

- A. The Director announced the hiring of Natalie Rountree to fill the Social Worker position. Ms. Rountree will start her position on September 8, 2020. Upon conclusion of the announcement a recommendation was made to forward this item to the Consent Agenda.
- B. The Director announced Trey Kjono, Eligibility worker, has been transferred to fill the Family Eligibility worker position vacancy. The effective date of transfer was 08/26/2020. Upon conclusion of the announcement a recommendation was made to forward this item to the Consent Agenda.
- C. The Director announced the hiring of Nicole Bottem to fill the Lead Child Support Worker position. Ms. Bottem will start her position on August 26, 2020. Upon conclusion of the announcement a recommendation was made to forward this item to the Consent Agenda.
- D. The Director presented a request to post, interview and hire for the Eligibility worker vacancy. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.

III. GENERAL:

- A. The Director presented an update on CaseWorks, an EDMS (electronic data management system).
- B. The Director and Charles Lundgren presented an update on the Agency Budget.
- C. The Director an update on the Revenue Process

- D. The Director presented an update on the Case Management Cost and Wage Survey.
- E. The Director presented an update on the Telecommute Policy.
- F. The Out-Of-Home cost Report through July 2020 was presented for Review.
- G. Month's end cash balance for July 2020 stand at \$ 4,284,273.43.

SECTION B

- I. No Social Service cases were presented for special case review.
- II. The Director presented the Emergency Assistance/Emergency General Assistance March 2020 report of activity. The Director also reported the Income Maintenance open case count stands at 1,805.
- III. No Income Maintenance cases were presented for special case consideration.
- IV. A listing of bills presented for payment was reviewed. A recommendation for payment of the bills was forwarded to the Consent Agenda.

SECTION C

Be it resolved that the foregoing record is a true and accurate recording of the official actions and recommendations of the Human Service Committee for Pennington County and, as such, constitutes the official minutes thereof.

Chair: _____

Attest: _____

NEXT COMMITTEE MEETING: September 15, 2020, at 7:00 a.m.

Expense	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	YTD	YTD 2019	Change
Foster Care	\$ 4,639.68	\$ 4,162.68	\$ 5,005.10	\$ 5,350.84	\$ 4,114.20	\$ 5,471.86	\$ 5,964.40	\$ 2,573.31	\$ -	\$ -	\$ -	\$ -	\$ 37,282.07	\$ 38,900.97	-4.2%
Rule 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,957.00	-100.0%
Rule 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ 6.00	\$ 597.00	-99.0%
Rule 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,922.56	-100.0%
Corrections	\$ 19,148.00	\$ 20,665.00	\$ 15,160.00	\$ 13,599.00	\$ 22,710.00	\$ 22,924.00	\$ 19,878.00	\$ 18,128.00	\$ -	\$ -	\$ -	\$ -	\$ 152,212.00	\$ 85,975.00	77.0%
Adoption Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 454.64	\$ -	\$ -	\$ -	\$ -	\$ 454.64	\$ 2,731.58	-83.4%
Totals	\$ 23,787.68	\$ 24,827.68	\$ 20,165.10	\$ 18,949.84	\$ 26,824.20	\$ 28,395.86	\$ 25,842.40	\$ 21,161.95	\$ -	\$ -	\$ -	\$ -	\$ 189,954.71	\$ 158,084.11	20.2%

Revenue	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	YTD	YTD 2019	Change
Reimburse	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,280.78	-100.0%
MH Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
4E Recovery	\$ -	\$ -	\$ 262.00	\$ -	\$ -	\$ -	\$ 5,867.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,129.28	\$ 8,641.00	-29.1%
NFC Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Totals	\$ -	\$ -	\$ 262.00	\$ -	\$ -	\$ -	\$ 5,867.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,129.28	\$ 14,921.78	-58.9%

Net Expense	\$ 23,787.68	\$ 24,827.68	\$ 19,903.10	\$ 18,949.84	\$ 26,824.20	\$ 28,395.86	\$ 25,842.40	\$ 15,294.67	\$ -	\$ -	\$ -	\$ -	\$ 183,825.43	\$ 143,162.33	28.4%
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2019 Totals	\$ 20,488.08	\$ 14,398.54	\$ 18,389.66	\$ 18,870.82	\$ 18,361.32	\$ 20,815.17	\$ 18,634.30	\$ 13,204.44	\$ 10,724.29	\$ 13,159.48	\$ 18,162.97	\$ 17,534.65			
YTD Change	\$ 3,299.60	\$ 13,728.74	\$ 15,242.18	\$ 15,321.20	\$ 23,784.08	\$ 31,364.77	\$ 38,572.87	\$ 40,663.10	\$ 29,938.81	\$ 16,779.33	\$ (1,383.64)	\$ (18,918.29)			

Expense	2019 January	2019 February	2019 March	2019 April	2019 May	2019 June	2019 July	2019 August	2019 September	2019 October	2019 November	2019 December	YTD
Foster Care	\$ 7,196.74	\$ 3,233.92	\$ 4,614.70	\$ 4,346.82	\$ 4,591.2	\$ 5,498.49	\$ 3,297.66	\$ 6,121.44	\$ 3,242.29	\$ 4,301.48	\$ 3,225.97	\$ 4,967.65	\$ 54,638.36
Rule 4	\$ -	\$ 2,396.30	\$ 2,164.40	\$ 2,396.3	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 6,957.00
Rule 8	\$ -	\$ -	\$ -	\$ -	\$ 597	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 597.00
Rule 5	\$ 4,367.51	\$ 4,420.29	\$ 4,122.4	\$ -	\$ 0	\$ 1,030.68	\$ 8,981.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,922.56
Corrections	\$ 9,815.00	\$ 10,445.00	\$ 8,400.00	\$ 10,662	\$ 15,295	\$ 14,796	\$ 8,060	\$ 8,502	\$ 7,482	\$ 9,002	\$ 14,937	\$ 14,054	\$ 131,450.00
Adoption Aid	\$ -	\$ -	\$ -	\$ 2,377.58	\$ -	\$ 354	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 2,731.58
Totals	\$ 21,379.25	\$ 20,495.51	\$ 19,301.54	\$ 19,782.70	\$ 20,483.20	\$ 21,679.17	\$ 20,339.30	\$ 14,623.44	\$ 10,724.29	\$ 13,303.48	\$ 18,162.97	\$ 19,021.65	\$ 219,296.50
Revenue	2019 January	2019 February	2019 March	2019 April	2019 May	2019 June	2019 July	2019 August	2019 September	2019 October	2019 November	2019 December	YTD
Reimburse	\$ 891.17	\$ 923.97	\$ 911.88	\$ 911.88	\$ 72.88	\$ 864.00	\$ 1,705.00	\$ -	\$ -	\$ 144.00	\$ -	\$ -	\$ 6,424.78
MH Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4E Recovery	\$ -	\$ 5,173.00	\$ -	\$ -	\$ 2,049.00	\$ -	\$ 1,419.00	\$ -	\$ -	\$ -	\$ -	\$ 1,487.00	\$ 10,128.00
NFC Sewettlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 891.17	\$ 6,096.97	\$ 911.88	\$ 911.88	\$ 2,121.88	\$ 864.00	\$ 1,705.00	\$ 1,419.00	\$ -	\$ 144.00	\$ -	\$ 1,487.00	\$ 16,552.78
Net Expense	\$ 20,488.08	\$ 14,398.54	\$ 18,389.66	\$ 18,870.82	\$ 18,361.32	\$ 20,815.17	\$ 18,634.30	\$ 13,204.44	\$ 10,724.29	\$ 13,159.48	\$ 18,162.97	\$ 17,534.65	\$ 202,743.72

**Pennington County Human Services
Emergency Assistance/Emergency General Assistance
Emergency Requests Related to Potential Evictions/Housing and Utilities
August-20**

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157540	8/7/2020	869077	Prorated 1st month's rent	1 adult: unemployed (receives GA)	0	\$500.00	Approved EGA.	8/14/2020
TOTAL						EA	\$0.00	
						EGA	\$500.00	

Denials

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
x157535	8/14/2020	2011036	None	1 adult: unemployed	2	None	Denied: No Emergency	8/21/2020
x157535	8/17/2020	1037506	Utilities	1 adult: unemployed	2	\$1,596.13	Denied: ICCC used Covid-19 funds.	8/31/2020