

# Pennington County Human Service Committee

## Meeting Agenda

April 19, 2022

12:00 pm

Members Present

\_\_\_\_\_ Bruce Lawrence      \_\_\_\_\_ Dave Sorenson      \_\_\_\_\_ Seth Nelson  
\_\_\_\_\_ Neil Peterson                      \_\_\_\_\_ Darryl Tveitbakk

### Section A

- I. Minutes: Review of 03/15/2022 HSC Meeting minutes
- II. Personnel:
  - A. Update on Social Work/Disability Wavier Position
  - B. Completion of Probation
  - C. Retirement
  
- IV. General:
  - A. "Every Student Succeeds Act" (ESSA) Service Agreement between Thief River Falls Public Schools and Pennington County Human Services.
  - B. 2023 Managed Care RFP Evaluation
  - C. Mental Health Social Workers Presentation
  - D. Out-of-Home Cost Report
  - E. Month's End Cash Balance
  - F. 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:

05/17/2022  
12:00 pm

06/21/2022  
12:00 pm

07/19/2022  
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, March 15, 2022, at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT:

Bruce Lawrence  
Dave Sorenson  
Darryl Tveitbakk  
Neil Peterson  
Seth Nelson

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director  
Stacy Anderson  
Maureen Monson  
Tammy Johnson  
Elizabeth Gerhart

SECTION A

I. MINUTES:

The February 18, 2022, 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 presented an update on the Social Work/Disability Wavier position.
- B. Tori Felzien, Social Worker is scheduled to complete probation on March 27, 2022. Tori is meeting position expectations and is successfully fulfilling job responsibilities. The Director recommends Ms. Felzien be granted permanent status upon completion of the 6-month period. Upon conclusion of this presentation a recommendation was made to forward this item to the Consent Agenda.
- C. Josh Hanson, Social Worker is scheduled to complete probation on March 12, 2022. Josh is meeting position expectations and is successfully fulfilling job responsibilities. The Director recommends Mr. Hanson be granted permanent status upon completion of the 6-month period. Upon conclusion of this presentation a recommendation was made to forward this item to the Consent Agenda.

III. GENERAL:

- A. The Director presented information and informed committee embers of the need to renew the agency's Equal Employment Opportunity and Affirmative Action guidelines. Upon conclusion of the presentation, recommendation was made to forward this item to the Consent Agenda.
- B. The Director presented for approval an updated Pennington County Pre-Petition Screening Team list of authorized screeners. Individuals recommended for appointment as screeners to conduct investigations

pursuant to judicial commitments chemical dependency, mentally ill or intellectually disabled.

Mitch Anderson	Human Services
Judy Graff	Human Services
Julie Sjostrand	Human Services
Marcie Wallace	Human Services
Elizabeth Gerhart	Human Services
Tori Felzien	Human Services
Josh Hanson	Human Services
Ray Kuznia	County Sheriff
Melissa Larson	Sheriff's Department
Brittany Bimler	Sanford Health
Kayla Jore	Public Health

Upon Conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.

- C. The Director presented for approval two Laptops to purchase and install from Readitech Solutions as Quoted. After the presentation, the recommendation was to forward this item to the Consent Agenda.
- D. The Out-of-Home Cost Report through February 2022 was presented for Review.
- E. Month's end cash balance for February 2022 stands at \$ 3,555,431.44.

### **SECTION B**

- I. No Social Service cases were presented for special case review.
- II. Tammy Johnson, Financial Assistant Supervisor presented the Emergency Assistance/Emergency General Assistance January 2022 report of activity. She reported the Income Maintenance open case count stands at 2,024.
- 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: April 19, 2022, at 12:00 p.m.

**PURCHASE OF SERVICE AGREEMENT FOR THE TRANSPORTATION OF CHILDREN AND YOUTH  
IN FOSTER CARE PLACEMENT**

This Agreement is entered into by and between Thief River Falls Public Schools ISD# 564 (hereinafter referred to as the District) and Pennington County Human Services, hereinafter referred to as **Pennington County**

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, the term foster care is defined as 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. This definition is consistent with the Fostering Connections Act (45 CFR 1355.20).

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act, the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded, including the use of child welfare funding to cover costs for such transportation provided by the District. The District and **Pennington County** agree to share the costs of the transportation. This agreement outlines the developed agreement about shared costs of transporting youth in foster care to and from school.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. TERM:

The term of this Agreement shall be in effect from **July 1, 2022 – June 30, 2023**

2. EDUCATIONAL PLACEMENT DECISIONS:

**Pennington County** is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and educational continuity for the child, unless contrary to the child's best interests. **Pennington County** and/or representative of the school in which the child is currently enrolled will work with the **Pennington County** foster care contact to determine, based on the child's best interest, whether the child should remain in the school of origin or consider a transfer to the local zoned school for the child's new residence.

If **Pennington County** is considering moving a child to a new educational placement, **Pennington County** will have a phone consultation with the school contact prior to gathering input about the best interests of the child in relation to their school placement. **Pennington County** and the **Superintendent of Schools** will work collaboratively to inform this school placement decision-making process. The school will provide information about the appropriateness of the child's current educational placement. **Pennington County** shall take into consideration this information and other best interest factors found in paragraph three in making educational decisions. The **Superintendent of Schools** and /or a representative(s) of the school in which the child is enrolled will be asked to participate in the meeting, either by phone or in person. **Pennington County** will identify a point of contact from the agency to work directly with the **Superintendent of Schools** to ensure a smooth transition.

3. BEST INTEREST FACTORS:

When considering placement, the following best interest factors should be considered:

- The student's age
- The school attended by the student's siblings
- Length of time student is expected to remain at the current placement and the possible location of housing intended to be long-term
- Distance of commute and the impact it may have on the student's education and other student-centered, transportation-related factors, including travel time
- The preferences of the student, the birth parents or prior custodians as appropriate, and the student's foster care parent(s) or current placement provider
- School stability and educational continuity
- Time remaining in the academic year
- Personal safety, attendance, academic progress and social involvement of the students in the current school
- The impact transferring the student to a new school may have on his or her needs and progress academically, emotionally, socially and physically
- Availability of classes to avoid credit loss and for timely graduation or promotion
- Documentation of the best interest determination shall be maintained in the **Pennington County** case file and student's cumulative record.

4. SERVICES

Transportation Services will be provided by the District in the following manner:

- a. Students who are able to be transported to school on an existing route: When feasible, students placed in foster care will be transported to school on an existing bus route. Feasibility considerations will include the location, length of bus ride, space available on the route and availability of any needed accommodations. District will cover the associated costs.
- b. Students who have an IEP indicating the need for specialized transportation: If students are residing and attending school within the District, the District will assume costs required for transporting the student to school. District will cover the associated costs.

- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care near an existing route, the District will negotiate with **Pennington County** to determine the best possible means of transportation. The District and **Pennington County** will share the transportation costs identified in Section 5a.
- d. Students residing in a foster care placement outside of District boundaries, but attending a District School: If students are residing in a foster care placement outside of District boundaries, but are attending school within the District, transportation will be arranged by the District. The District will negotiate with Pennington County to determine the best possible means of transportation. The District and Pennington County will share the transportation costs identified in Section 5a.
- e. Students placed in foster care within District and attending a non-ISD 564 Area School: The District will bear no financial responsibility for this student. **Pennington County** and the School District where the student attends are expected to make arrangements for transportation and the associated costs.

5. PAYMENT FOR SERVICES:

- a. The District and **Pennington County** agree to split the costs of the transportation described in Section 4c and 4d, including but not limited to staff time and third-party carriers as appropriate. Mileage reimbursement is to be set at the current IRS rate. All transportation costs identified in this agreement are to be split equally; the District and the **Pennington County** agree to each assume/pay 50% of the costs.
- b. **Pennington County** has identified the agency's Social Services Supervisor as the point of contact from the agency to work directly with the Superintendent to ensure transportation arrangements are timely and authentic. All transportation requests are to be requested through the **Pennington County** point of contact to be honored.
- c. Transportation services will be provided by the District and its contracted transportation providers, when possible. If due to driver or vehicle unavailability, **Pennington County** will be responsible for transportation of the student placed in foster care.
- d. **Pennington County** will compensate the District for transportation provided outside of the District pursuant to this agreement at the rate billed to the District by the private transportation company. Copies of the invoices from the private transportation company will be provided to **Pennington County**.
- e. The District will submit itemized invoices to the **Pennington County** contact on a quarterly basis. The invoices will detail each trip provided by the District, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice.
- f. In situations where transportation is being funded by **Pennington County**, the **Pennington County** point of contact will notify the Superintendent when foster care placements end.

6. DISPUTE RESOLUTION:

It is the responsibility of **Pennington County** and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care.

**Pennington County** and the **District** will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within **5 business days**.
2. Upon receipt of the explanation, the decision will be reviewed by the **District** and the **Social Services Supervisor and Director of Human Services of Pennington County**. Input will be reviewed from all parties and a decision by the **Social Services Supervisor or Director of Human Services** will be communicated within three business days. A decision could be made to uphold the decision, or to reverse the decision.
3. **Pennington County** will determine the placement of the child until the dispute resolution process has concluded. During this time the transportation costs will be divided equally between the **District** and **Pennington County**.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education and Department of Human Services will be requested.

7. PROVIDER NOT AN EMPLOYEE:

It is agreed by the parties that at all times and for all purposes herein, District and its subcontractors are independent providers and not employees of **Pennington County**. No statement contained in this Agreement shall be construed so as to find the District shall be entitled to none of the rights, privileges, or benefits of **Pennington County** employees except as otherwise stated herein.

8. INDEMNIFICATION:

Each party shall be liable for its own acts and the acts of its representatives and, to the extent permitted by law, hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, employees or volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

9. TERMINATION OF CONTRACT:

Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party at the following respective address:

Thief River Falls Public School District ISD #564  
230 LaBree Avenue South  
Thief River Falls, MN 56701

Pennington County Human Services  
P.O. Box 340  
Thief River Falls, MN 56701

10. STANDARDS:

The **District** and **Pennington County** shall comply with all applicable State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

11. DATA PRACTICES:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the **District** or **Pennington County** because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

12. AMENDMENTS:

This agreement may be supplemented, amended or revised only in writing by agreement of both parties.

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IN WITNESS WHEREOF, the parties have executed this Agreement on the dates written below.

COUNTY OF **Pennington County**  
STATE OF MINNESOTA

**Pennington County**  
BOARD OF COMMISSIONERS

THIEF RIVER FALLS SCHOOL DISTRICT  
ISD 564

BY: \_\_\_\_\_

**DARRYL TVEITBAKK**  
CHAIRPERSON

DATED: \_\_\_\_\_

ATTESTED TO:

BY: \_\_\_\_\_

**JULIE SJOSTRAND**  
COUNTY HUMAN SERVICES DIRECTOR

DATED: \_\_\_\_\_

BY: \_\_\_\_\_

**DONITA STEPAN**  
SUPERINTENDENT

DATED: \_\_\_\_\_

BY: \_\_\_\_\_

**RYAN WALSETH**  
SCHOOL BOARD CHAIR

DATED: \_\_\_\_\_

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Operator: 0x40

Position: 129366



**Pennington County Human Services  
Income Maintenance Unit  
Active Cases by Program  
Mar-22**

<b>Cash</b>	# Cases	## in HH	# Adults	# Children	
MFIP	40	94	24	70	Minnesota Family Investment Program
DWP	0	0	0	0	Diversionary Work Program
GA	37	37	37	0	General Assistance
GRH	52	52	52	0	Group Residential Housing
MSA	48	48	48	0	Minnesota Supplement Aid
EA	0	0	0	0	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
<b>TOTAL</b>	<b>177</b>	<b>231</b>	<b>161</b>	<b>70</b>	

<b>Food</b>					
SNAP	543	966	620	346	Supplemental Nutrition Assistance Program
<b>TOTAL</b>	<b>543</b>				

<b>Health Care</b>					
MA (MAXIS)	531	540	441	99	Medical Assistance
IMD	5	5	5	0	Institute for Mental Disease
QMB	247	248	246	2	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	58	62	62	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	18	21	21	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	1,020				Medical Assistance (as of 3/3/2022)
MCRE (METS)	66				MinnesotaCare (as of 3/3/2022)
<b>TOTAL</b>	<b>1,945</b>	<b>876</b>	<b>775</b>	<b>101</b>	

<b>TOTAL ACTIVE PROGRAMS:</b>	<b>2,665</b>
<b>TOTAL ACTIVE CASES:</b>	<b>2,025</b>

Pennington County Human Services  
 Out Of Home Placement Costs  
 Year Ending December 31, 2022 & 2021

SS

SS

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD	YTD 2021	Change
<b>Expense</b>															
Foster Care	13,569.61	13,572.11	34,204.96	-	-	-	-	-	-	-	-	-	61,346.68	29,441.11	108.4%
Rule 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	-	-	-	-	-	-	-	-	-	-	-	-	-	1,062.04	-100.0%
Corrections	16,531.00	5,173.00	12,769.00	-	-	-	-	-	-	-	-	-	34,473.00	73,751.98	-53.3%
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Totals</b>	<b>30,100.61</b>	<b>18,745.11</b>	<b>46,973.96</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>95,819.68</b>	<b>104,255.13</b>	<b>-8.1%</b>
<b>Revenue</b>															
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MH Recovery	-	-	19,374.40	-	-	-	-	-	-	-	-	-	19,374.40	12,715.25	52.4%
4E Recovery	-	-	-	-	-	-	-	-	-	-	-	-	-	161.00	-100.0%
NFC Settlement	-	127.37	100.07	-	-	-	-	-	-	-	-	-	227.44	2,303.00	-90.1%
<b>Totals</b>	<b>-</b>	<b>127.37</b>	<b>19,474.47</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,601.84</b>	<b>15,179.25</b>	<b>29.1%</b>
<b>Net Expense</b>	<b>30,100.61</b>	<b>18,617.74</b>	<b>27,499.49</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>76,217.84</b>	<b>89,075.88</b>	<b>-14.43%</b>

<b>2020 Totals</b>	<b>34,219.98</b>	<b>10,302.40</b>	<b>44,553.50</b>	<b>16,609.54</b>	<b>39,683.65</b>	<b>5,826.50</b>	<b>13,780.89</b>	<b>64,202.74</b>	<b>45,053.18</b>	<b>16,563.13</b>	<b>22,770.95</b>	<b>26,938.13</b>			
<b>YTD Change</b>	<b>(4,119.37)</b>	<b>4,195.97</b>	<b>(12,858.04)</b>	<b>(29,467.58)</b>	<b>(69,151.23)</b>	<b>(74,977.73)</b>	<b>(88,758.62)</b>	<b>(152,961.36)</b>	<b>(198,014.54)</b>	<b>(214,577.67)</b>	<b>(237,348.62)</b>	<b>(264,286.75)</b>			

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD
<b>Expense</b>													
Foster Care	9,692.77	8,333.69	11,414.65	10,466.25	11,317.63	11,421.21	19,884.21	22,525.23	13,538.77	17,626.96	14,585.60	12,936.99	163,743.96
Rule 4	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	1,062.04	-	-	-	-	-	-	-	-	-	-	-	1,062.04
Corrections	27,294.00	5,689.98	40,768.00	11,738.00	37,521.00	-	-	65,128.51	31,514.41	23,591.88	13,449.00	14,154.39	270,849.17
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Totals</b>	<b>38,048.81</b>	<b>14,023.67</b>	<b>52,182.65</b>	<b>22,204.25</b>	<b>48,838.63</b>	<b>11,421.21</b>	<b>19,884.21</b>	<b>87,653.74</b>	<b>45,053.18</b>	<b>41,218.84</b>	<b>28,034.60</b>	<b>27,091.38</b>	<b>435,655.17</b>
<b>Revenue</b>													
Reimburse	-	-	-	-	-	-	-	-	-	10.89	-	153.25	164.14
MH Recovery	1,525.83	3,560.27	7,629.15	5,594.71	9,154.98	5,594.71	6,103.32	-	-	24,644.82	179.65	-	63,987.44
4E Recovery	-	161.00	-	-	-	-	-	-	-	-	5,084.00	-	5,245.00
NFC Settlement	2,303.00	-	-	-	-	-	-	23,451.00	-	-	-	-	25,754.00
<b>Totals</b>	<b>3,828.83</b>	<b>3,721.27</b>	<b>7,629.15</b>	<b>5,594.71</b>	<b>9,154.98</b>	<b>5,594.71</b>	<b>6,103.32</b>	<b>23,451.00</b>	<b>-</b>	<b>24,655.71</b>	<b>5,263.65</b>	<b>153.25</b>	<b>95,150.58</b>
<b>Net Expense</b>	<b>34,219.98</b>	<b>10,302.40</b>	<b>44,553.50</b>	<b>16,609.54</b>	<b>39,683.65</b>	<b>5,826.50</b>	<b>13,780.89</b>	<b>64,202.74</b>	<b>45,053.18</b>	<b>16,563.13</b>	<b>22,770.95</b>	<b>26,938.13</b>	<b>340,504.59</b>

1035.4  
1054  
1035.4  
149.1  
149.1  
149.1  
520.95  
1257.67  
520.95  
1315.64  
1146.38

67.95  
745.5  
78.69  
745.5  
67.95  
745.5  
952  
935.2  
935.2  
194.3  
334.11  
309.05  
1236.2  
1336.44  
1135.96  
1188.32  
36.98  
369.8

314.76  
1035.4  
1035.4  
1054  
271.8  
271.8  
81.14  
1176.53  
1368.65

1479.63  
1146.38  
1230.76

1020  
1002  
1002  
1217.1  
1431.9  
1324.5  
84.88  
1109.4  
1273.2  
358.53  
259.02  
358.53  
259.02  
358.53  
259.02

## Human Service's Month End Balance

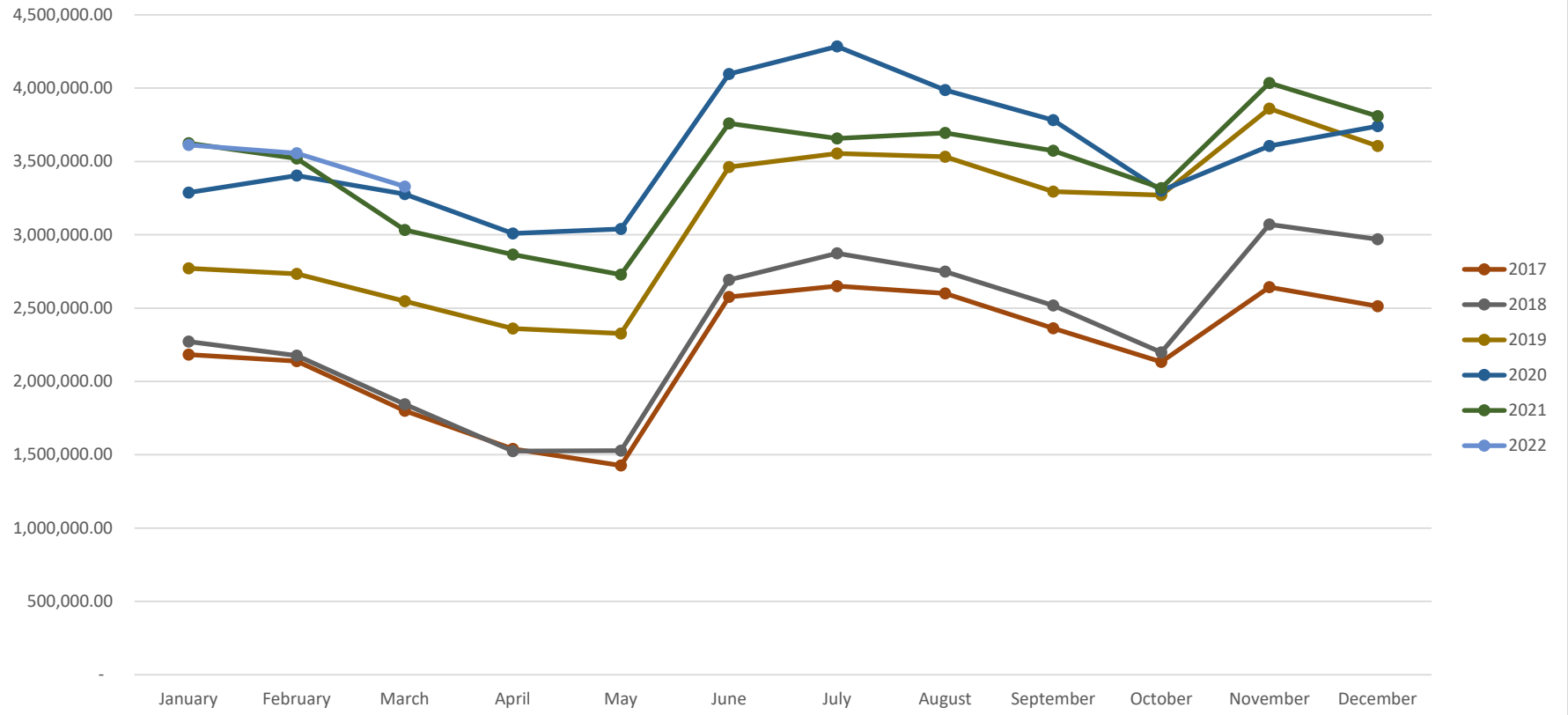
	2015	2016	2017	2018	2019	2020	2021	2022	% of Budget
January	1,647,300.14	1,814,014.90	2,182,630.66	2,271,729.26	2,772,063.80	3,288,028.76	3,624,301.56	3,612,634.01	65.45%
February	1,618,976.04	1,801,985.24	2,138,616.83	2,176,762.19	2,732,919.27	3,403,266.76	3,521,041.97	3,555,431.44	64.41%
March	1,375,360.09	1,655,070.89	1,800,227.71	1,844,672.30	2,547,429.81	3,277,046.86	3,033,593.35	3,329,525.51	60.32%
April	1,088,964.93	1,347,248.60	1,539,707.40	1,525,256.03	2,361,226.50	3,009,330.45	2,865,586.09		0.00%
May	961,748.47	1,294,231.42	1,426,858.37	1,528,544.15	2,327,158.79	3,038,957.98	2,728,273.46		0.00%
June	1,932,135.73	2,330,176.40	2,576,374.42	2,692,513.93	3,462,928.17	4,095,797.92	3,759,448.23		0.00%
July	2,047,715.90	2,367,725.88	2,650,496.79	2,874,408.12	3,554,336.75	4,284,273.43	3,656,785.80		0.00%
August	2,097,897.09	2,427,610.70	2,600,332.14	2,749,859.99	3,531,954.80	3,987,655.57	3,694,899.51		0.00%
September	1,844,296.27	2,121,578.06	2,362,913.96	2,518,750.84	3,294,188.08	3,781,078.10	3,573,442.34		0.00%
October	1,492,630.60	1,866,987.16	2,133,041.74	2,198,557.64	3,270,530.55	3,301,898.06	3,318,688.76		0.00%
November	2,213,985.52	2,638,930.35	2,642,643.71	3,070,756.97	3,860,836.73	3,606,171.73	4,035,310.35		0.00%
December	2,083,484.81	2,395,704.36	2,513,770.14	2,970,003.64	3,606,171.73	3,741,217.85	3,808,445.10		0.00%

Expense Budget

5,519,935.00



Human Services Cash Balance 2017-2021





# Pennington County Performance Report

## Cash Assistance and SNAP Timeliness Measures April 2022

**Reporting Period:**  
Jan. 1, 2021 – Dec. 31, 2021



**For more information contact:**  
Minnesota Department of Human Services  
Human Services Performance Management System  
DHS.HSPM@state.mn.us | (651) 431-5780

# About the Cash Assistance and SNAP Timeliness Performance Report

## Report Overview

This report for the Human Services Performance Management system (referred to as the Performance Management system) compares county performance to the thresholds established for the system. A threshold is defined as the minimum level of acceptable performance, below which counties will need to complete a Performance Improvement Plan (PIP) as part of the remedies process defined in statute. For counties below the threshold, an official PIP notification—with instructions for accessing PIP forms, PIP completion directions, and available technical assistance—will be provided with the report.

This report contains data on both the Expedited Supplemental Nutrition Assistance Program (SNAP) measure and the cash assistance and SNAP application timeliness measure including:

- The county's Jan. 1, 2021 – Dec. 31, 2021 performance
- Performance data trends for recent years
- A performance comparison to other counties in the same Minnesota Association of County Social Services Administrators (MACSSA) region

Supplemental information about the Performance Management system can be found on CountyLink, [www.dhs.state.mn.us/HSPM](http://www.dhs.state.mn.us/HSPM), including:

- A description of how performance is assessed for counties with 20 or fewer people or events in a measure
- A description of how race and ethnicity data are reported
- Information about the Performance Management system's history, outcomes, mission, vision, and Council

## Technical issues impacting 2021 performance data

The Performance Management team and the Economic Assistance & Employment Supports Division are aware of the technical issues, outside of counties' control, resulting in delayed SNAP applications. The 2021 performance data includes impacted cases. For most counties, the number of applications affected had little to no impact on their performance data.

In order to ensure counties fully understand how these system issues affected their PIP requirements, we reviewed the case-level data for counties with performance below the threshold, calculated performance without the applications that were known to be delayed by the system issues, and provided the calculated performance to those counties.

## Small Numbers Policy Update

The policy for assessing performance in counties with small numbers was updated and a policy update bulletin issued in 2022:

[https://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs-337635](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs-337635)

The policy overview below reflects the updated assessment method.

- If a county has a denominator of 20 or fewer and is meeting the threshold for a measure, the county is performing to expectations and no further assessment will take place.
- If a county has no people in a measure, it will be considered to be meeting the threshold.
- If a county has a denominator of 20 or fewer and is not meeting the threshold for a measure, performance will be reviewed across two years of data. Two years below the performance threshold for any one measure will trigger the PIP process.
- Measures using a regression threshold model, such as the Self-Support Index, will not be subject to the small numbers policy. The reason for this is that the regression models account for a variety of factors outside of county control, including caseload size.

# About the Performance Data by Race and Ethnicity

## Overview of Performance Data by Race and Ethnicity

This report provides performance data for counties grouped by race and ethnicity where there were 30 or more people of a group included in the denominator. The data is that of the case applicant; other household members may have a different race and/or ethnicity that is not reported here.

Hispanic or Latino ethnicity is reported separately from race. People are counted once by Hispanic ethnicity and again with their reported race so groups added together exceed the total number of applications.

MAXIS data includes immigrant subgroups, but this report does not include these metrics. Instead, the major racial and ethnic groups are included to reduce the occurrence of small number exclusions. More detailed data about performance by immigrant subgroups may be available upon request. If you would like to request a more detailed report on your county's performance by race and ethnicity, please submit a request to [DHS.HSPM@state.mn.us](mailto:DHS.HSPM@state.mn.us).

## Purpose

The racial and ethnic data is included in this report for informational and planning purposes. We encourage you to review this data to identify opportunities for improvement. As the Performance Management reports evolve, we intend to add additional demographic data to help counties better understand their performance and improve outcomes for all Minnesotans. The racial and ethnic group data included in this report does not give a complete picture of county performance, the communities being served, nor systemic inequities. The Performance Management system is not currently using this data to assess a county's need for PIPs.

## No Data Available

Counties with low numbers (fewer than 30) for all but one racial and ethnic group do not have a graph of performance for these groups available in this report.

## Economic Supports

- Economic Supports training: <https://mn.gov/dhs/partners-and-providers/training-conferences/economic-supports-cash-food/>
- Economic Supports news, initiatives, and reports: <https://mn.gov/dhs/partners-and-providers/news-initiatives-reports-workgroups/economic-supports-cash-food/>
- Economic Supports policies and procedures: <https://mn.gov/dhs/partners-and-providers/policies-procedures/economic-supports-cash-food/>

## SNAP

- Supplemental Nutrition Assistance Program (SNAP) Resources: <https://www.dhssir.cty.dhs.state.mn.us/MAXIS/Pages/SNAP-Resource-Page.aspx>

## Contacts

- **Lori Bona**, Minnesota's SNAP payment accuracy coordinator, 651-431-3950, [lori.bona@state.mn.us](mailto:lori.bona@state.mn.us)
- **Melissa Miller**, SNAP Quality Assurance Specialist, 651-431-4538, [Melissa.Miller@state.mn.us](mailto:Melissa.Miller@state.mn.us)
- **Kinini Jegeno**, Webi (web intelligence) coordinator, 651-431-3979, [kinini.jegeno@state.mn.us](mailto:kinini.jegeno@state.mn.us)
- **Erika Martin**, Research Unit supervisor, Economic Assistance and Employment Supports Division, 651-431-3978, [erika.martin@state.mn.us](mailto:erika.martin@state.mn.us)

### Percent of SNAP and Cash Assistance Applications Processed Timely

#### What is this measure?

This measure looks at the difference between the application date and the date of the first issuance made for each program approved on the application. The included programs are regular SNAP, Minnesota Family Investment Program, Diversionary Work Program, Refugee Cash Assistance, Minnesota Supplemental Aid, General Assistance, and Group Residential Housing. Applications made the day before a weekend or state-recognized holiday take into account the non-working days. Denials are not included.

#### Why is this measure important?

Cash and food assistance are a way to help people meet their basic needs. Timely processing of applications is one measure of how well counties are able to help people meet their basic needs.

#### What affects performance on this measure?

- Service factors that may influence this measure include the complexity of program rules and eligibility requirements, agency case management models, aging technology and systems that are not integrated (MAXIS, MMIS, etc.), the quality and timeliness of information sharing between service areas, such as employment services, child care assistance, child support and child welfare services, location of offices and number of offices
- Staff factors that may influence this measure include staff training, the number of staff, agency culture, staffing structure, availability of translators, and staff to participant ratios
- Participant factors that may influence this measure include literacy levels, availability to participate in an interview, access to a telephone, housing stability, ability to provide documentation, access to transportation, and complicated reporting requirements
- Environmental or external factors that may influence this measure include the local economy and increased applications during economic downturns



### Percent of SNAP and Cash Assistance Applications Processed Timely

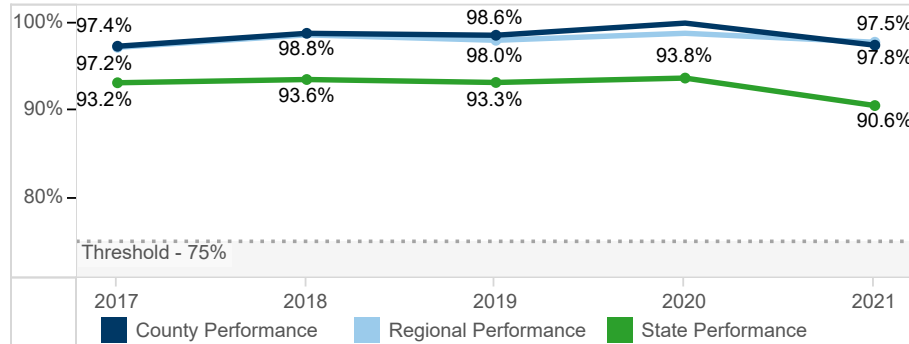
#### Pennington County Performance by Year

	2017	2018	2019	2020	2021
<b>County Performance</b>	97.4%	98.8%	98.6%	100.0%	97.5%
<b>Denominator</b>	304	258	217	219	199

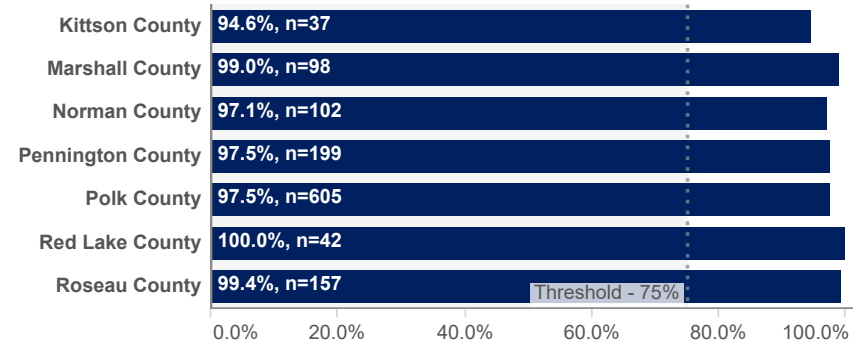
**Pennington County  
PIP Decision**

**No PIP Required - Performance is equal to or above  
the threshold of 75%.**

#### County, State and Regional Performance Trends



#### 2021 Performance for MACSAA Region 1



#### County Performance by Race and Ethnicity No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact [DHS.HSPM@state.mn.us](mailto:DHS.HSPM@state.mn.us) for additional information.

\*The dotted line on each graph indicates the measure threshold of 75%.

### Percent of Expedited SNAP Applications Processed within One Business Day

#### What is this measure?

The difference between the application date and the date the first benefit payment is issued for expedited SNAP applications. It compares total approved expedited SNAP applications in a month to those processed within one business day. Applications submitted on a Friday or the day before a state-recognized holiday are considered timely if payment was issued on the first working day following the weekend or holiday. The measure does not include denied applications.

#### Why is this measure important?

SNAP applicants are given expedited service when they have little to no other resources available to pay for food and, therefore, need basic safety net programs to overcome a crisis. Efficient and timely processing of these applications help ensure that people's basic need for food is met.

#### What affects performance on this measure?

- Service factors that may influence this measure include program complexity and changing policy, a complicated application, and challenges associated with online ApplyMN applications
- Staff factors that may influence this measure include staff training levels, staff-to-participant ratios, staff knowledge of policies, high turnover, and competition for resources between programs
- Participant factors that may influence this measure include participant completion of the mandatory interview, the number of migrant and seasonal farm workers making applications, delays due to incomplete applications, availability of advocates to assist with completing applications, and difficulty obtaining required documentation
- Environmental or external factors that may influence this measure include balancing error reduction with timeliness, emphasis on fraud that may result in conflicts between access and timeliness of service, increased applications during economic downturns, and availability of community resources such as food shelves, and natural disasters that result in increased applications

### Percent of Expedited SNAP Applications Processed within One Business Day

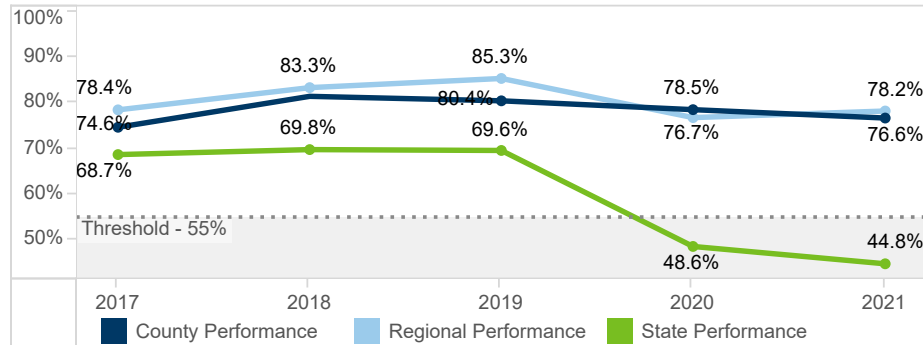
#### Pennington County Performance by Year

	2017	2018	2019	2020	2021
<b>County Performance</b>	74.6%	81.4%	80.4%	78.5%	76.6%
<b>Denominator</b>	201	188	199	144	137

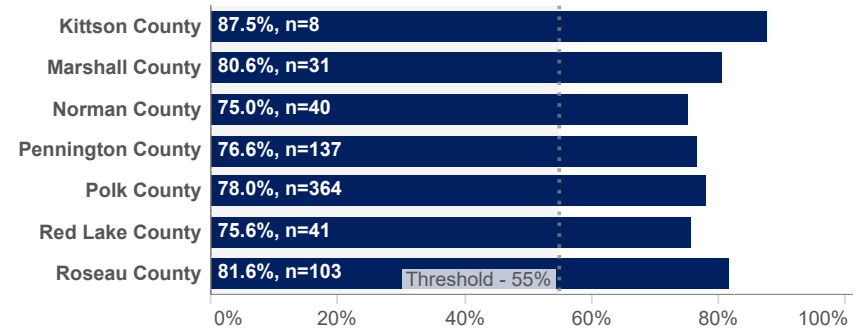
**Pennington County  
PIP Decision**

No PIP Required – Performance is equal to or above the threshold of 55%.

#### County, State and Regional Performance Trends



#### 2021 Performance for MACSSA Region 1



#### County Performance by Race and Ethnicity No Data Available

Counties with low numbers (fewer than 30) for all but one racial or ethnic group do not have a graph of performance by racial and ethnic group available in this report. Additional information may be available upon request, please contact [DHS.HSPM@state.mn.us](mailto:DHS.HSPM@state.mn.us) for additional information.

\*The dotted line on each graph indicates the measure threshold of 55%.