

Pennington County Human Service Committee

Meeting Agenda

March 15, 2022

12:00 pm

Members Present

_____ Bruce Lawrence _____ Dave Sorenson _____ Seth Nelson
_____ Neil Peterson _____ Darryl Tveitbakk

Section A

- I. Minutes: Review of 02/15/2022 HSC Meeting minutes
- II. Personnel:
 - A. Update on Social Work/Disability Wavier Position
 - B. Completion of Probation

- IV. General:
 - A. Merit System Equal Employment Opportunity and Affirmative Action Guidelines
 - B. Pennington County Pre-Petition Screening Team and list of Authorized Screeners
 - C. Out-of-Home Cost Report
 - D. Month's End Cash Balance
 - E. 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:

| | | |
|------------|------------|------------|
| 04/19/2022 | 05/17/2022 | 06/21/2022 |
| 12:00 pm | 12:00 pm | 12:00 pm |

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, February 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 January 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. Stacy Anderson, Fiscal Supervisor is scheduled to complete probation on February 9, 2022. Stacy is meeting position expectations and is successfully fulfilling job responsibilities. The Director recommends Ms. Anderson 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 on Pennington County's Child Support Performance as reported by the Department of Human Services.
- B. The Director presented information on the 2023 Managed Care RFP Evaluation Process.
- C. The Director presented the Pennington County Child Care Policy fee schedule for initial and renewal licensing. The discussion was to eliminate the Pennington County licensing fee of \$50.00 for an initial license and \$75.00 for a renewal of a two-year license. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- D. Agency Eligibility Worker Trey Kjono presented to the committee information on his role and responsibilities that he fulfills in serving the clients in Pennington County.

- E. The Out-of-Home Cost Report through January 2022 was presented for Review.
- F. Month's end cash balance for November 2021 stands at \$ 3,612,634.01.

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 1,992.
- 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: March 15, 2022, at 12:00 p.m.

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 |
|--------------------|------------------|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------------|------------------|---------------|
| Expense | | | | | | | | | | | | | | | |
| Foster Care | 13,569.61 | 13,572.11 | - | - | - | - | - | - | - | - | - | - | 27,141.72 | 18,026.46 | 50.6% |
| Rule 4 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Rule 8 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Rule 5 | - | - | - | - | - | - | - | - | - | - | - | - | - | 1,062.04 | -100.0% |
| Corrections | 16,531.00 | 5,173.00 | - | - | - | - | - | - | - | - | - | - | 21,704.00 | 32,983.98 | -34.2% |
| Adoption Aid | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Totals | 30,100.61 | 18,745.11 | - | - | - | - | - | - | - | - | - | - | 48,845.72 | 52,072.48 | -6.2% |
| Revenue | | | | | | | | | | | | | | | |
| Reimburse | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| MH Recovery | - | - | - | - | - | - | - | - | - | - | - | - | - | 5,086.10 | -100.0% |
| 4E Recovery | - | - | - | - | - | - | - | - | - | - | - | - | - | 161.00 | -100.0% |
| NFC Settlement | - | 127.37 | - | - | - | - | - | - | - | - | - | - | 127.37 | 2,303.00 | -94.5% |
| Totals | - | 127.37 | - | - | - | - | - | - | - | - | - | - | 127.37 | 7,550.10 | -98.3% |
| Net Expense | 30,100.61 | 18,617.74 | - | - | - | - | - | - | - | - | - | - | 48,718.35 | 44,522.38 | 9.42% |

| | | | | | | | | | | | | | | | |
|--------------------|-------------------|------------------|--------------------|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|--|--|
| 2020 Totals | 34,219.98 | 10,302.40 | 44,553.50 | 16,609.54 | 39,683.65 | 5,826.50 | 13,780.89 | 64,202.74 | 45,053.18 | 16,563.13 | 22,770.95 | 26,938.13 | | | |
| YTD Change | (4,119.37) | 4,195.97 | (40,357.53) | (56,967.07) | (96,650.72) | (102,477.22) | (116,258.11) | (180,460.85) | (225,514.03) | (242,077.16) | (264,848.11) | (291,786.24) | | | |

| | 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 |
|--------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Expense | | | | | | | | | | | | | |
| 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 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Totals | 38,048.81 | 14,023.67 | 52,182.65 | 22,204.25 | 48,838.63 | 11,421.21 | 19,884.21 | 87,653.74 | 45,053.18 | 41,218.84 | 28,034.60 | 27,091.38 | 435,655.17 |
| Revenue | | | | | | | | | | | | | |
| 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 |
| Totals | 3,828.83 | 3,721.27 | 7,629.15 | 5,594.71 | 9,154.98 | 5,594.71 | 6,103.32 | 23,451.00 | - | 24,655.71 | 5,263.65 | 153.25 | 95,150.58 |
| Net Expense | 34,219.98 | 10,302.40 | 44,553.50 | 16,609.54 | 39,683.65 | 5,826.50 | 13,780.89 | 64,202.74 | 45,053.18 | 16,563.13 | 22,770.95 | 26,938.13 | 340,504.59 |

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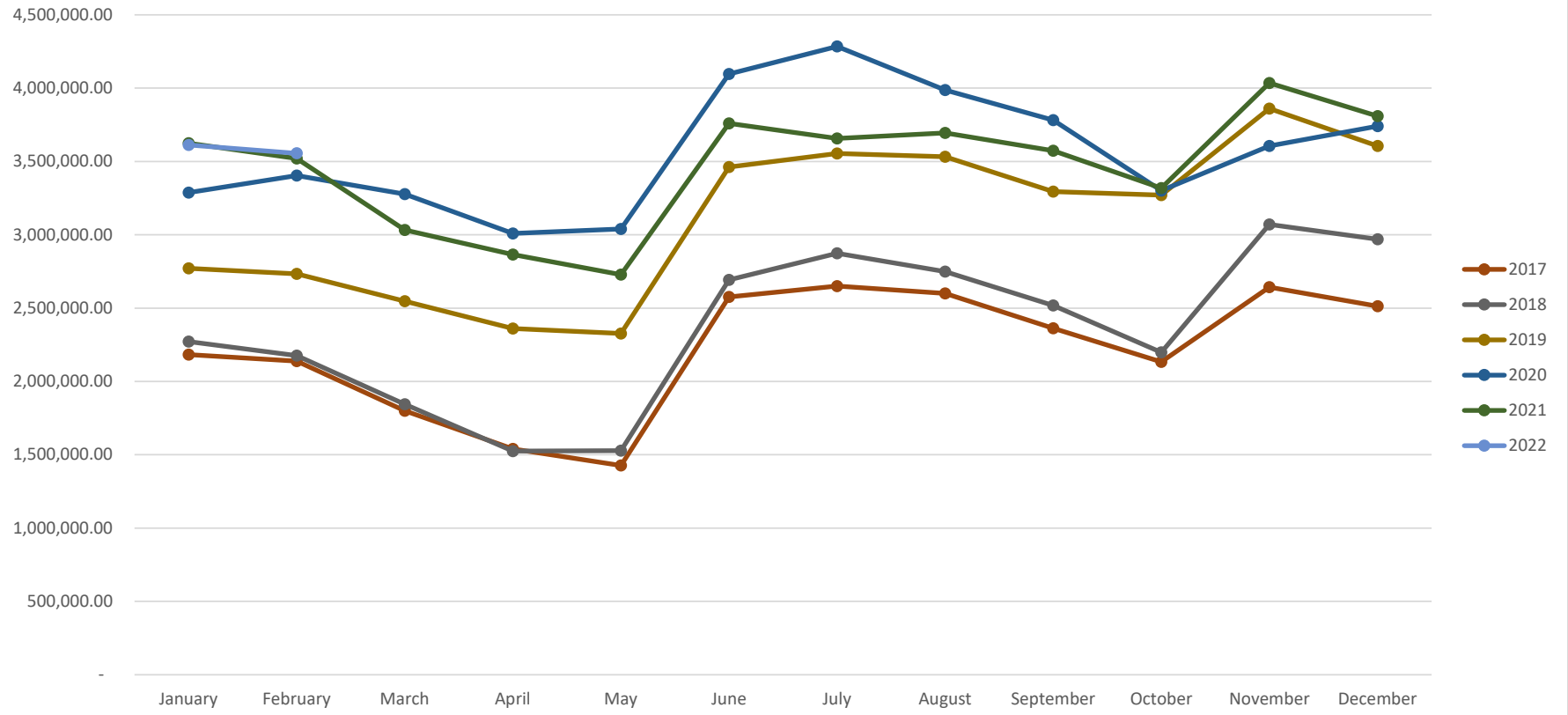
Human Service's Month End Balance

| | 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 | | 0.00% |
| 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 Human Services
Income Maintenance Unit
Active Cases by Program
Feb-22**

| Cash | # Cases | ## in HH | # Adults | # Children | |
|--------------|------------|------------|------------|------------|-------------------------------------|
| MFIP | 41 | 105 | 30 | 75 | Minnesota Family Investment Program |
| DWP | 0 | 0 | 0 | 0 | Diversionary Work Program |
| GA | 32 | 32 | 31 | 1 | General Assistance |
| GRH | 51 | 51 | 51 | 0 | Group Residential Housing |
| MSA | 50 | 50 | 50 | 0 | Minnesota Supplement Aid |
| EA | 0 | 0 | 0 | 0 | Emergency Assistance |
| EGA | 0 | 0 | 0 | 0 | Emergency General Assistance |
| TOTAL | 174 | 238 | 162 | 76 | |

| Food | | | | | |
|--------------|------------|-----|-----|-----|---|
| SNAP | 541 | 952 | 617 | 335 | Supplemental Nutrition Assistance Program |
| TOTAL | 541 | | | | |

| Health Care | | | | | |
|--------------------|--------------|------------|------------|-----------|---|
| MA (MAXIS) | 532 | 541 | 444 | 97 | Medical Assistance |
| IMD | 5 | 5 | 5 | 0 | Institute for Mental Disease |
| QMB | 246 | 247 | 246 | 1 | Qualified Medicare Beneficiary (Medicare Savings Program) |
| SLMB | 59 | 63 | 62 | 1 | Service Limited Medicare Beneficiary (Medicare Savings Program) |
| QI-1 | 19 | 22 | 22 | 0 | QI-1 (Medicare Savings Program) |
| MA (METS/MNsure) | 1,017 | | | | Medical Assistance (as of 2/3/2022) |
| MCRE (METS) | 64 | | | | MinnesotaCare (as of 2/3/2022) |
| TOTAL | 1,942 | 878 | 779 | 99 | |

| | |
|-------------------------------|--------------|
| TOTAL ACTIVE PROGRAMS: | 2,657 |
| TOTAL ACTIVE CASES: | 2,024 |

Pennington County Pre-Petition Screening Team

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