

Pennington County Human Service Committee

Meeting Agenda

January 18, 2022

12:00 pm

Members Present

_____ Bruce Lawrence _____ Dave Sorenson _____ Seth Nelson

_____ Neil Peterson _____ Darryl Tveitbakk

Section A

- I. Committee Reorganization:
- II. Review of 12/21/2021 HSC Meeting minutes
- III. Personnel:
 - A. Update on Social Work/Care Coordinator position
 - B. Update on Family Based Provider Worker-Sharing with Kittson County.
 - C. Request to refill Disability Waiver Social Worker Position

- IV. General:
 - A. CY 2022- 2023 State of Minnesota County Child Support Program Interagency Cooperative Agreement
 - B. CY 2022 Child Welfare opiate allocation-agency plan
 - 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:

02/15/2022

12:00 pm

03/15/2022

12:00 pm

04/19/2022

12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, December 21, 2021, at Pennington County Human Services.

COMMITTEE MEMBERS PRESENT:

Neil Peterson
Bruce Lawrence
Darryl Tveitbakk
Seth Nelson

STAFF MEMBERS PRESENT:

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

SECTION A

I. MINUTES:

The November 16, 2021, 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/Care Coordinator position.
- B. The Director presented an update on the Family Based Provider Worker-Sharing with Kittson County.
- C. Mykael Dembiczak, Eligibility Worker is scheduled to complete probation on 01/26/2021. Elizabeth is meeting position expectations and is successfully fulfilling job responsibilities. The Director recommends Ms. Dembiczak 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 CY 2022 State of Minnesota Department of Human Services County Grant Children's Mental Health Screening Contract was presented for consideration. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- B. The CY 2022 MFIP/DWP Employment Services Joint Powers Agreement between this agency and the Minnesota Department of Employment and Economic Development was presented for consideration. The proposed agreement calls for a cap of \$116,000.00 for provision of MFIP (Minnesota

- Family Investment Program) DWP (Diversionary Work Program) services to eligible participants. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- C. The CY 2022 Clinic Behavioral/Community-Based Services Purchase of Services Agreement between Sanford Behavioral Health Center and Pennington County Human Services was presented for consideration. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
 - D. The CY 2022 Residential Services Purchase of Services Agreement between Sanford Behavioral Health Center and Pennington County Human Services presented for consideration. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
 - E. The CY 2022 Temporary Confinement (72-Hour Hold) Purchase of Services agreement between Sanford Behavioral Health Center and Pennington County Human Services was presented for consideration. Upon conclusion of the presentation a recommendation was made to forward this to the Consent Agenda.
 - F. The CY 2022 Pennington County Family Services/Children's Mental Health Collaborative Supportive Services Agreement with Alluma, Inc. was presented for consideration. Pennington County will serve as a fiscal host for this agreement and costs will be paid through collaborative funds. Upon Conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
 - G. The CY 2022 ACS/SWS Support Services Agreement between Pennington County and TriMin Systems, INC. to provide Professional Services for maintenance of our systems (ACS and SWS) was presented for consideration. Upon conclusion of the presentation a recommendation was made to forward this to the Consent Agenda.
 - H. The Director presented a report on the 2021 NW8 LAC Report to the County Board of Commissioners.
 - I. The Director presented a report on the Strategic Planning Cohort at Sanford Behavioral Health.
 - J. The Out-of-Home Cost Report through November 2021 was presented for Review.
 - K. Month's end cash balance for October 2021 stands at \$ 4,035,310.35.

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 November 2021 report of activity. She reported the Income Maintenance open case count stands at 1,920.
- 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: January 18, 2022, at 12:00 p.m.

**Pennington County Human Services
Income Maintenance Unit
2021 Active Cases by Program**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cash												
MFIP	67	69	68	66	57	59	56	60	53	52	43	38
DWP	0	0	0	0	0	0	0	0	0	2	2	1
GA	42	39	36	41	44	41	41	40	32	30	29	34
GRH	47	46	48	52	51	52	53	53	50	51	52	53
MSA	55	54	54	56	55	56	56	58	58	57	54	53
EA	0	0	2	1	0	0	0	1	0	0	0	0
EGA	0	0	0	0	2	0	0	0	0	0	1	1
TOTAL	211	208	208	216	209	208	206	212	193	192	181	180

Food												
SNAP	485	473	463	469	474	488	476	475	486	504	501	508
TOTAL	485	473	463	469	474	488	476	475	486	504	501	508

Health Care												
MA (MAXIS)	530	524	535	537	534	539	542	546	546	546	539	536
IMD	6	6	5	5	5	5	5	5	5	5	5	5
QMB	254	253	254	255	248	249	254	253	254	253	249	245
SLMB	60	58	56	56	55	61	59	57	56	59	60	60
QI-1	21	20	20	19	18	18	18	18	19	19	19	19
MA (METS/MNsure)	917	925	935	950	952	957	965	965	971	974	980	992
MCRE (METS)	50	51	54	55	55	56	57	59	60	62	62	63
TOTAL	1,838	1,837	1,859	1,877	1,867	1,885	1,900	1,903	1,911	1,918	1,914	1,920

Total Active Programs												
	2,534	2,518	2,530	2,562	2,550	2,581	2,582	2,590	2,590	2,614	2,596	2,608

Total Active Cases												
	1,897	1,884	1,890	1,918	1,917	1,867	1,871	1,882	1,879	1,904	1,920	1,946

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Dec-21**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	38	92	26	66	Minnesota Family Investment Program
DWP	1	5	1	4	Diversionsary Work Program
GA	34	34	33	1	General Assistance
GRH	53	53	53	0	Group Residential Housing
MSA	53	53	53	0	Minnesota Supplement Aid
EA	0	0	0	0	Emergency Assistance
EGA	1	1	1	0	Emergency General Assistance
TOTAL	180	238	167	71	

Food					
SNAP	508	889	577	312	Supplemental Nutrition Assistance Program
TOTAL	508				

Health Care					
MA (MAXIS)	536	549	450	99	Medical Assistance
IMD	5	5	5	0	Institute for Mental Disease
QMB	245	246	245	1	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	60	64	64	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	19	22	22	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	992				Medical Assistance (as of 12/3/2021)
MCRE (METS)	63				MinnesotaCare (as of 12/3/2021)
TOTAL	1,920	886	786	100	

TOTAL ACTIVE PROGRAMS:	2,608
TOTAL ACTIVE CASES:	1,946

CHILDREN AND FAMILY SERVICES – CHILD SAFETY AND PERMANENCY

Child Welfare opiate allocation – agency plan

County/tribal agency contact information

COUNTY/TRIBAL AGENCY NAME Pennington County Human Services		CONTACT PERSON Julie Sjostrand	
STREET ADDRESS 318 Knight Ave. N		CITY Thief River Falls	STATE ZIP CODE MN 56701
PHONE NUMBER 218-681-2880	EMAIL ADDRESS jasjostrand@co.pennington.mn.us		
BUDGET PERIOD January 1, 2022 - December 31, 2022		TOTAL AMOUNT \$6,010.00	

Budget information

Identify the service/program/staff that funding is being used for:

SERVICE/PROGRAM Flexible spending	
DESCRIPTION Pennington CO. will utilize flexible funds to assist families that are having barriers and chaos with opioid addiction.	
BUDGET FOR THIS PROGRAM/SERVICE	WHAT SPECIFIC POPULATION(S) IS/ARE BEING SERVED WITH THIS FUNDING? youth and young families
HOW MANY CHILDREN AND FAMILIES WILL BE SERVED? 8 families	
DESCRIBE HOW IDENTIFIED POPULATIONS WILL BE REACHED Through our intake process and safety planning with our families	
HOW WILL EQUITY/DIVERSITY/INCLUSION BE ADDRESSED WITH THIS PROGRAM/SERVICE? Pennington Co. will train Staff on Equity/Diversity and Inclusion	

Assurances

What procedures are in place to ensure that program funds are being used appropriately, as directed in law?

Check all that apply.

- Budget control procedures for approving expenditures
- Cash management procedures for ensuring program income is used for permitted activities
- Implement internal policies regarding use of funds
- Other

DESCRIBE: Child Protection staff will verify with signature and receipts given to fiscal supervisor, fiscal supervisor reports to Director and Director and Fiscal Supervisor provide bills to Board of Commissioners for approval of Funds.

What procedures are in place to ensure program policies are followed and applied accurately?
Check all that apply.

- Case Consultation
- Sample case review by workers
- Sample case review by supervisors
- Other

PLEASE DESCRIBE:

Supervisor and Staff are having one on ones to verify case needs. Quarterly team collaborate about needs of clients. Case consultation with county attorney as needed. Guardian Ad Litem will consult with the team on family needs.

Assurances

It is understood and agreed by the county/tribal board that:

- Funds granted pursuant to this service agreement will be expended solely for the purposes outlined in Minnesota Statutes, section 256.043, subdivision 3(b) and as outlined in the Opiate Account bulletin;
- Annual reports will be made to the commissioner of the Minnesota Department of Human Services on how funds were used to provide child protection services, including measurable outcomes, as determined by the commissioner, and that documentation is subject to audit;
- Funds must not supplant state or local funding for child protection services for children and families affected by addiction; and
- The allocation is funded with state funds and paid quarterly.

The Award amount for the period of July 1, 2020 – December 31, 2020 will be published with the bulletin.

By checking here, I agree to the assurance statement above.

By checking "I agree" and typing my name in the "Electronic Signature" field, I understand that I am electronically signing this form. In addition, I attest and certify that I have verified the profile change against an acceptable form of identification and that the information provided above is true and accurate. I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature. (MN Stat. §325L.07)

<input checked="" type="checkbox"/> I agree	ELECTRONIC SIGNATURE (type name) Julie Sjostrand, Director	DATE 12/30/2021
---	---	--------------------

DHS staff approval:

By checking "I agree" and typing my name in the "Electronic Signature" field, I understand that I am electronically signing this form. In addition, I attest and certify that I have verified the profile change against an acceptable form of identification and that the information provided above is true and accurate. I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature. (MN Stat. §325L.07)

<input checked="" type="checkbox"/> I agree	ELECTRONIC SIGNATURE (type name) Nicole Wiley, LICSW	DATE 12/30/2021
---	---	--------------------

Budget Period: January 1, 2022 - December 31, 2022

Service/Program	Budget
Flexible spending	
Total:	

Pennington County Human Services
 Out Of Home Placement Costs
 Year Ending December 31, 2021 & 2020

SS

SS

	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	YTD 2020	Change
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	82,868.14	97.6%
Rule 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-	6.00	-100.0%
Rule 5	1,062.04	-	-	-	-	-	-	-	-	-	-	-	1,062.04	18,054.68	-94.1%
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	267,754.55	1.2%
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	454.64	-100.0%
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	369,138.01	18.0%
Revenue															
Reimburse	-	-	-	-	-	-	-	-	-	10.89	-	153.25	164.14	900.00	-81.8%
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	17,860.37	258.3%
4E Recovery	-	161.00	-	-	-	-	-	-	-	-	5,084.00	-	5,245.00	2,938.00	78.5%
NFC Settlement	2,303.00	-	-	-	-	-	-	23,451.00	-	-	-	-	25,754.00	1,930.00	1234.4%
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	23,628.37	302.7%
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	345,509.64	-1.45%

2020 Totals	22,347.68	24,827.68	19,903.10	18,149.84	26,824.20	28,217.29	25,842.40	16,811.96	25,702.14	41,491.63	51,588.06	43,803.66			
YTD Change	11,872.30	(2,652.98)	21,997.42	20,457.12	33,316.57	10,925.78	(1,135.73)	46,255.05	65,606.09	40,677.59	11,860.48	(5,005.05)			

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	YTD
Expense													
Foster Care	4,639.68	4,162.68	5,005.10	5,350.84	4,114.20	5,471.86	5,964.40	8,047.60	8,177.18	11,221.08	11,161.46	9,552.06	82,868.14
Rule 4	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 8	-	-	-	-	-	-	-	6.00	-	-	-	-	6.00
Rule 5	-	-	-	-	-	-	-	-	4,248.16	4,551.60	4,703.32	4,551.60	18,054.68
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	17,548.00	28,262.00	40,032.55	29,700.00	267,754.55
Adoption Aid	-	-	-	-	-	-	-	454.64	-	-	-	-	454.64
Totals	23,787.68	24,827.68	20,165.10	18,949.84	26,824.20	28,395.86	25,842.40	26,636.24	29,973.34	44,034.68	55,897.33	43,803.66	369,138.01
Revenue													
Reimburse	-	-	-	800.00	-	-	-	100.00	-	-	-	-	900.00
MH Recovery	1,440.00	-	-	-	-	178.57	-	5,867.28	4,271.20	2,543.05	3,560.27	-	17,860.37
4E Recovery	-	-	262.00	-	-	-	-	1,927.00	-	-	749.00	-	2,938.00
NFC Settlement	-	-	-	-	-	-	-	1,930.00	-	-	-	-	1,930.00
Totals	1,440.00	-	262.00	800.00	-	178.57	-	9,824.28	4,271.20	2,543.05	4,309.27	-	23,628.37
Net Expense	22,347.68	24,827.68	19,903.10	18,149.84	26,824.20	28,217.29	25,842.40	16,811.96	25,702.14	41,491.63	51,588.06	43,803.66	345,509.64

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	% 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	67.93%
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	66.00%
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	56.86%
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	53.71%
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	51.14%
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	70.47%
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	68.54%
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	69.26%
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	66.98%
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	62.20%
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	75.64%
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	70.12%

Expense Budget

5,335,178.00

Human Services Cash Balance 2016-2021



