

Pennington County Human Service Committee

Meeting Agenda

June 15, 2021

12:00 pm

Members Present

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

Section A

- I. Minutes: Review of 05/18/2021 HSC Meeting Minutes
- II. Personnel:
 - A. Update on Eligibility position
 - B. Update on Fiscal Supervisor position
 - C. Update on Mental Health/Social Worker position
 - D. Update on Social Worker position

- III. General:
 - A. Goodridge Schools Transportation Plan to Ensure School Stability for Students in Foster Care – Interagency Agreement between Goodridge Schools and Pennington County.
 - B. Families First Prevention Services Act
 - C. Family Based Provider Worker -Sharing with Kittson County
 - 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:

06/15/2021
12:00 pm

07/20/2021
12:00 pm

08/17/2021
12:00 pm

A regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, May 18, 2021, at the Pennington County Justice Center.

COMMITTEE MEMBERS PRESENT:

Neil Peterson
Bruce Lawrence
Darryl Tveitbakk
Dave Sorenson
Seth Nelson

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Maureen Monson
Charles Lundgren
Tammy Johnson

SECTION A

I. MINUTES:

The April 20, 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 announced the resignation of Amy Nelson, Mental Health Social Worker, effective June 4, 2021. Upon conclusion of the announcement a recommendation was made to forward this item to the Consent Agenda.
- B. The Director presented a request to post, interview and hire for the Mental Health Social Worker vacancy. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- C. The Director announced the resignation Donza Erickson, Social Worker, effective June 24, 2021. 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 Social Worker position vacancy. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- E. The Director presented an update on the hiring status of the Eligibility Worker position.
- F. The Director presented an update on the hiring status of the Social Services Supervisor position.

III. GENERAL:

- A. The Director presented an update on a Board and Lodge interested in locating in Thief River Falls.
- B. The Director presented the Guardianship/Conservatorship purchase of service agreement between this agency and Lutheran Social Services of Minnesota. The proposed two-year agreement calls for hourly service rates of \$57.50 and

\$59.13 for CY 2021 and CY 2022. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.

- C. Maureen Monson, Adult Social Services Supervisor, presented the outcome of the Blue Cross/Blue Shield Care Coordinator desk audit.
- D. The Director presented the Tenable Nessus Pro Scanning tool to meet the IRS office of Safeguards configuration requirements for the 2020 County Inspection Report. The Tenable Nessus Pro Tool will be purchased for three years and need to update thereafter. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- E. The Out-of-Home Cost Report through April 2021 was presented for Review.
- F. Month's end cash balance for April 2021 stands at \$ 2,865,586.09.

SECTION B

- I. No Social Service cases were presented for special case review.
- II. The Director presented the Emergency Assistance/Emergency General Assistance April 2021 report of activity. The Director also reported the Income Maintenance open case count stands at 1,918.
- 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: June 15, 2021, at 12:00 p.m.

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

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	57	152	53	99	Minnesota Family Investment Program
DWP	0	0	0	0	Diversionary Work Program
GA	44	44	44	0	General Assistance
GRH	51	51	51	0	Group Residential Housing
MSA	55	55	55	0	Minnesota Supplement Aid
EA	0	0	0	0	Emergency Assistance
EGA	2	2	2	0	Emergency General Assistance
TOTAL	209	304	205	99	

Food					
SNAP	474	844	547	297	Supplemental Nutrition Assistance Program
TOTAL	474				

Health Care					
MA (MAXIS)	534	545	452	93	Medical Assistance
IMD	5	5	5	0	Institute for Mental Disease
QMB	248	249	248	1	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	55	59	59	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	18	21	21	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	952				Medical Assistance (as of 5/4/2021).
MCRE (METS)	55				MinnesotaCare (as of 5/4/2021).
TOTAL	1,867	879	785	94	

TOTAL ACTIVE PROGRAMS:	2,550
TOTAL ACTIVE CASES:	1,917

Pennington County Human Services
Emergency Assistance/Emergency General Assistance
Emergency Requests Related to Potential Evictions/Housing and Utilities
May-21

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
x157535	5/4/2021	2285276	Rent	Full Time	0	\$775 - 1st months rent	Approved	5/14/2021
X157TMJ	5/28/2021	516591	Utility Disconnect	Not employed - elderly	0	\$488 avoid disconnect	Approved	5/28/2021
TOTAL						EA	\$0.00	
						EGA	\$1,263.00	

Denials

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
X157517	5/17/2021	2449448	Rent	Not empl/not receiving unempl monies	4	\$550	Denied as hhld did not have a way to take care of future needs, gave ICCC/RentHelpMN website	5/18/2021
x157517	5/17/2021	2363362	deposit/rent	Not empl/not receiving				
				unempl monies	1	unknown	Client did not have a place to rent, was staying in motel that VIP provided, we have no verification that VIP placed this hhld.	5/18/2021



**DEPARTMENT OF
HUMAN SERVICES**
MERIT SYSTEM

**Family
Based
Services
Provider** Class
Code:
920

Bargaining Unit:
No Applicable
Bargaining Unit

MINNESOTA MERIT SYSTEM
Established Date: Nov 4, 2009
Revision Date: Apr 11, 2018

SALARY RANGE

\$2,893.00 - \$5,170.00 Monthly

CLASSIFICATION SUMMARY:

Under supervision, assists professional staff in the prevention and treatment of child abuse and neglect; works directly in the home to reduce the incidence of abuse and neglect and to prevent or shorten out-of-home placement; works toward reunification of family in out-of-home placements; and performs related work as assigned.

EXAMPLES OF DUTIES:

- Assesses family dynamics in conjunction with the social worker in order to determine needs and level of service to be provided family.
- Develops concrete goals and expectations in conjunction with the social worker and the family.
- Demonstrates and teaches clients parenting skills, nurturing skills, discipline methods and child growth and development.
- Demonstrates and teaches household, time and money management techniques.
- Teaches clients health, safety and nutritional needs of the family and how to meet these needs.
- Teaches clients how to effectively deal with/manage stress.
- Demonstrates and teaches verbal and nonverbal communication skills.
- Serves as an appropriate role model for families and provides on-going support and encouragement to clients in order to build self-esteem.
- Assists family members to understand and cope with separation and loss issues.
- Gives testimony in court for agency or may accompany client to court to give support.
- Recognizes and reports indicators of neglect and emotional, physical and sexual abuse of both children and adults.
- Makes appropriate referrals to other community agencies if signs or symptoms of other problems are exhibited.
- Guides the client in the development or restoration of socialization skills, including the ability to use recreation effectively.

- Documents significant information in case files and prepares written reports for social workers.
- Assists in the formation and implementation of parent education classes and encourages and assists parents in participating in them and other support groups.
- May serve as protective payee for client, which includes setting up budgets, negotiating with creditors, balancing checking accounts and distributing checks.

MINIMUM QUALIFICATIONS:

1) two years of home management experience which includes child care experience; or 2) two years of college coursework with emphasis in home economics, child development, health, social work, sociology, psychology, or a related behavioral science. ***Candidates must indicate the total number of years of home management and child care experience on an attachment to the application.***

EXAMINATION PROCESS:

The examination will consist entirely of a experience and training rating. Candidates will be asked to complete a supplementary questionnaire which covers:

- education;
- knowledge of child development and child care methods;
- experience providing training on a one-to-one basis or to small groups;
- experience working in an agency providing social services;
- knowledge of home management principles; and
- written communications.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and understanding of human behavior and family dynamics.
- Knowledge and understanding of the cycle of family violence including physical, emotional and sexual abuse of children and adults.
- Knowledge of child care methods, parenting techniques and child growth and development.
- Knowledge of the principles of home management.
- Knowledge of the elements of nutrition and meal planning.
- Knowledge of health and safety principles.
- Knowledge of drug and alcohol use and abuse.
- Knowledge of community resources.
- Knowledge of child maltreatment reporting laws.
- Ability to detect abuses and neglect within a family.
- Ability to communicate orally and in writing.
- Ability to teach and to motivate people to learn and apply their new knowledge.
- Ability to work as a member of a team to meet the needs of the client.
- Ability to plan and organize work effectively.

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

	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	-	-	-	-	-	-	-	51,224.99	23,272.50	120.1%
Rule 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 8	-	6,044.24	-	-	-	-	-	-	-	-	-	-	6,044.24	-	-
Rule 5	1,062.04	-	-	-	-	-	-	-	-	-	-	-	1,062.04	-	-
Corrections	27,294.00	-	40,768.00	11,738.00	37,521.00	-	-	-	-	-	-	-	117,321.00	91,282.00	28.5%
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	38,048.81	14,377.93	52,182.65	22,204.25	48,838.63	-	-	-	-	-	-	-	175,652.27	87,730.30	100.2%
Revenue															
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-	800.00	-100.0%
MH Recovery	1,525.83	3,560.27	7,629.15	5,594.71	9,154.98	-	-	-	-	-	-	-	27,464.94	1,440.00	1807.3%
4E Recovery	-	-	-	-	12.00	-	-	-	-	-	-	-	12.00	262.00	-95.4%
NFC Settlement	2,303.00	-	-	-	-	-	-	-	-	-	-	-	2,303.00	-	-
Totals	3,828.83	3,560.27	7,629.15	5,594.71	9,166.98	-	-	-	-	-	-	-	29,779.94	2,502.00	1090.2%
Net Expense	34,219.98	10,817.66	44,553.50	16,609.54	39,671.65	-	-	-	-	-	-	-	145,872.33	85,228.30	71.15%

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	(2,137.72)	22,512.68	20,972.38	33,819.83	5,602.54	(20,239.86)	(37,051.82)	(62,753.96)	(104,245.59)	(155,833.65)	(199,637.31)			

	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

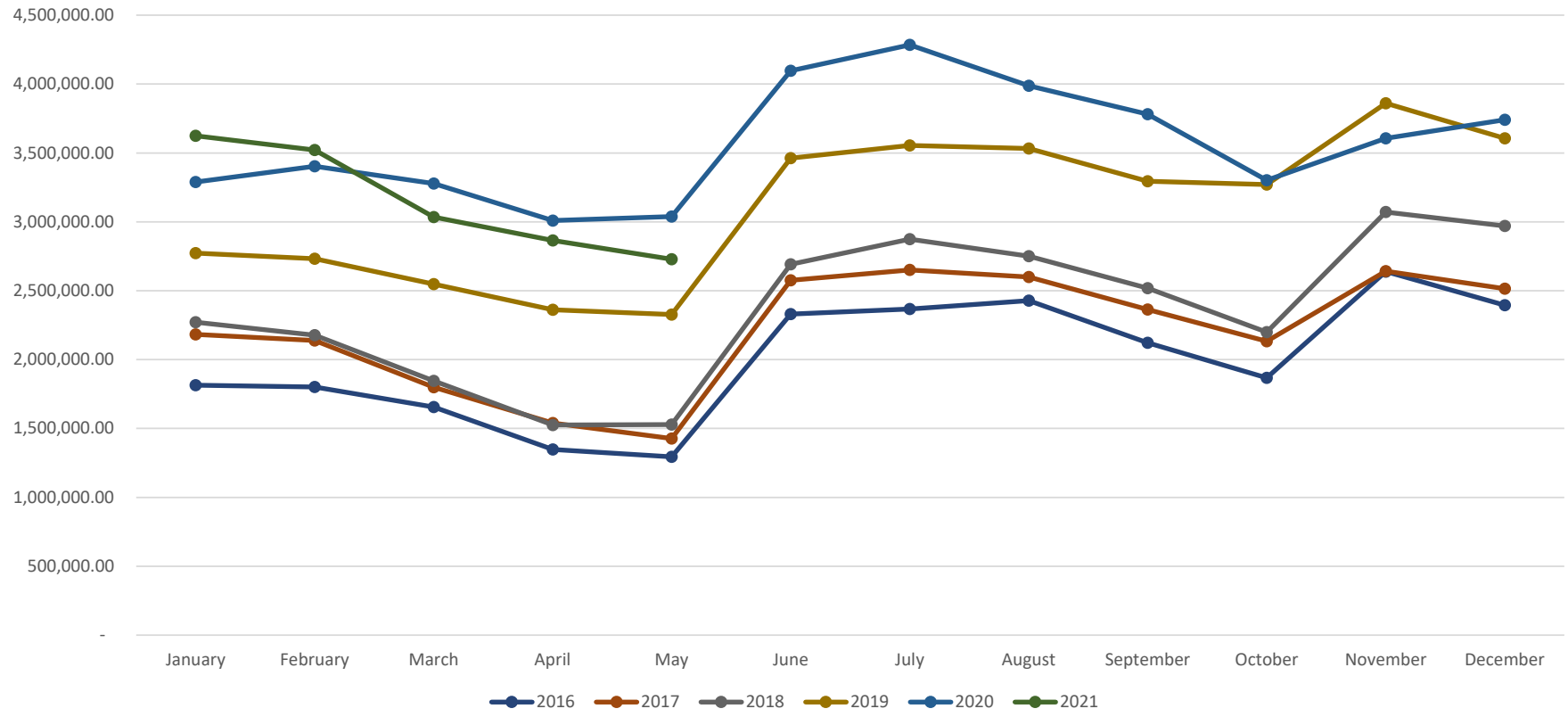
Human Service's Month End Balance

	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		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		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		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		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		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		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		70.12%

Expense Budget

5335178

Human Services Cash Balance 2016-2021



SHARED POSITION PROPOSAL

		HR Wage \$25.15			
	Based on 40 Hour Week				
KITTSON			PENNINGTON		
	Monday	Tuesday	Wednesday	Thursday	Friday
Daily Wage	\$254.24	\$254.24	\$254.24	\$254.24	\$254.24
HC & Bene'	\$254.24	\$254.24	\$254.24	\$254.24	\$254.24
	\$254.24	\$254.24	\$254.24	\$254.24	\$254.24
	\$254.24	\$254.24	\$254.24	\$254.24	\$254.24
	\$254.24	\$254.24	\$254.24	\$254.24	\$254.24
Weekly Cost	\$1,271.20	\$1,271.20	\$1,271.20	\$1,271.20	\$1,271.20
		Yearly Income			
		\$54,312			
	40%			60%	
Wage x 832	\$25.15	\$20,924.80	Wage x 1248	\$25.15	\$31,387.20
Healthcare	\$13,161.60	5,264.64	Healthcare	\$13,161.60	7,896.96
Bene's 7.5		1,569.36	Bene's 7.5		2,354.04
TOTAL		\$27,758.80	TOTAL		\$38,351.64
\		Total Position Cost			
		\$66,110.44			
		Total Hourly Cost			
		\$31.78			