

Pennington County Human Service Committee

Meeting Agenda

October 15, 2024

12:00 pm

Members Present

_____ Bruce Lawrence _____ Dave Sorenson _____ Seth Nelson
_____ Neil Peterson _____ Roy Sourdif

Section A

- I. Minutes: Review of 09/17/2024 HSC Meeting minutes
- II. Personnel:
 - A. Update on MSHO/Elderly Wavier Social Worker

- IV. General:
 - A. CY 2025 Pennington County Family Services/Children's Mental Health Collaborative Supportive Services Agreement with Alluma, Inc.
 - B. Time Reporting and Targeted Case Management Standards Procedures & Policy
 - 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:

11/19/2024	12/17/2024	01/21/2025
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, September 17, 2024, at the Pennington County Justice Center.

COMMITTEE MEMBERS PRESENT:

Seth Nelson
Dave Sorenson
Bruce Lawrence
Roy Sourdif

STAFF MEMBERS PRESENT:

Julie Sjostrand, Director
Elizabeth Gerhart
Mitch Anderson
Stacy Anderson
Tammy Johnson

SECTION A

I. MINUTES:

The August 20, 2024, 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 Position.
- B. Joanna Dyrdal, Eligibility Worker, is scheduled to complete probation on 08/31/2024. Joanna meets position expectations and is successfully fulfilling job responsibilities. The Director recommends Ms. Dyrdal be granted permanent status upon completion of the 7-month period. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- C. Erin Dicken, Office Support Specialist, is scheduled to complete probation on 09/29/2024. Erin meets position expectations and is successfully fulfilling job responsibilities. The Director recommends Ms. Dicken be granted permanent status upon completion of the 6-month period. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- D. Julie Fox, Social Worker, is scheduled to complete probation on 09/15/2024. Julie meets position expectations and is successfully fulfilling job responsibilities. The Director recommends Ms. Fox be granted permanent status upon completion of the 6-month period. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- E. Amber Keefe, Family Based Services Worker, is scheduled to complete probation on 09/25/2024. Amber is meeting position expectations and is successfully fulfilling job responsibilities. The Director recommends Ms. Keefe be granted permanent status upon completion of the 7-month period. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.

III. GENERAL:

- A. The CY 2025 Purchase of Service Agreement with the Occupational Development Center. The proposed Agreement calls for a cap of \$1,000 for provision of Employment Services. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- B. The Director and Stacy Anderson, Fiscal Supervisor presented to purchase and installation for 2 Laptops from Garden Valley as quoted. Upon conclusion of the presentation a recommendation was made to forward this item to the Consent Agenda.
- C. The Out-of-Home Cost Report through August 2024 was presented for Review.
- D. The month's end cash balance August 2024 stands at \$ 4,894,959.57.

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 August 2024 report of activity. She reported the Income Maintenance open case count stands at 1985.
- 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 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: October 15, 2024, at 12:00 p.m.

Pennington County Collaborative

Support Services Agreement - 2025

The following Agreement is between Pennington County Human Services, host agency for the Pennington County Collaborative, hereinafter referred to as the “Host Agency”, and Alluma, Inc, 603 Bruce Street, Crookston, MN 56716, hereinafter referred to as “Alluma”.

WHEREAS, The Pennington County Collaborative wishes to secure Collaborative support services from Alluma; and

WHEREAS, Alluma is willing to provide those services; and

WHEREAS, The Host Agency is interested in the purchase of Collaborative support services at the request of, and on behalf of, The Pennington County Collaborative;

NOW, THEREFORE, in consideration of the above, the Host Agency and Alluma agree as follows:

1. **Term of Agreement:**

The Agreement will begin on January 1, 2025 and terminate on December 31, 2025 or until the agreed upon hours and work is completed, whichever comes earlier. Either party may terminate this Agreement with 30 day’s written notice to the other.

2. **Responsibilities of both parties:**

a. **Alluma, Inc. (“Alluma”)**

- i. Provide/assign sufficient staffing support to complete the day-to-day business, facilitation, community organizing, research, and other assigned duties which may from-time-to time be assigned (note: for the purposes of fulfilling the requirements under this Agreement, Colleen MacRae has been designated as the person responsible for either completing the work or for seeing to it that the work is completed).
- ii. Provide a quarterly or annual description of the services provided.
- iii. Provide a monthly invoice at 1/12th of contract plus any additional incidental costs incurred.

b. **Pennington County Human Services (“Host Agency”)**

- i. Serve as the agent for the Pennington County Collaborative for the purposes of managing this Agreement.
- ii. Reimburse Alluma for contract eligible services provided.
- iii. Coordinate closely with Alluma for completion of State (DHS) reporting requirements.

3. **Cost of Services:**

The services to complete the day-to-day business, facilitation, community organizing, research, activities and other assigned duties which may from-time-to-time be assigned will be provided at the rate of \$50/hour in an amount not to exceed 100 hours for a total of \$5,000.00. If the Host Agency, acting on behalf of the Collaborative, wishes to purchase additional services not described within the expected scope of this Support Services Agreement it will be amended to reflect the additional request. Photocopying, meeting, travel and subscription costs or other costs which may, from time-to-time be required in addition to the billable hourly rate and as approved by the Pennington County Collaborative Executive Board will be presented for payment as they occur.

4. **Safeguard of Client Information:**

a. The use or disclosure by any party of information concerning an eligible client in violation of any rules or confidentiality provided for in Laws of Minnesota and the Code of Federal Regulations, or for any purpose not directly connected with the Host Agency's or Alluma's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian, in conformance with these laws and regulations.

b. HIPAA Requirements:

Alluma will comply with Health Information Portability and Accountability (HIPAA) requirements necessary to protect individual identifying health information (IIHI). Use and disclosure will require that all IIHI be: appropriately safeguarded; and misuse of IIHI will be reported to the Host Agency; secure satisfactory assurances from any subcontractor; grant individuals access and ability to amend their IIHI; make available an accounting of disclosure; release applicable records to the Host Agency or Department of Human Services, if requested; and upon termination, return or destroy all IIHI in accordance with conventional record practices.

5. **Equal Employment Opportunity and Civil Rights and Nondiscrimination:**

Alluma agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title Vi (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504.

6. **Fair Hearing and Grievance Procedures:**

Alluma agrees to provide for a fair hearing and grievance procedure in conformance with and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

7. **Provider Debarment, Suspension and Responsibility Certification:**

Current regulation may prohibit the Host Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes may provide the Commissioner of the Department of Administration with the authority to debar and suspend vendors who seek to contract with the State/Alluma. Vendors may be suspended or debarred when it is

determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By signing this contract, Alluma certifies that it and its principals* and employees:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- b. Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information or possess any knowledge that any subcontractor(s) that will perform work pursuant to this contract are in violation of any of the certification set forth above.
- e. Shall immediately give written notice to the Host Agency should Alluma come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

*"Principals" for the purposes of this certification means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g.: general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

8. Bonding, Indemnity, and Audit Clause:

- a. **Bonding:** Alluma shall, when deemed necessary by the Host Agency, obtain and maintain at all times, during the term of this agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies. Such bond shall be in the amount of \$100,000.00.
- b. **Indemnity:** Alluma agrees that it will at all times indemnify and hold harmless the Host Agency from any and all claims, liability, loss, damages, costs or expenses which may be claimed against the Host Agency or Alluma by reason of personal injury, death or property damage to a service client arising out of or resulting from services provided by Alluma on premises owned by or leased to Alluma under a written lease agreement or

when such personal injury, death or property damage results from or arises out of Alluma's negligence in performing services under this agreement, including negligence in transporting service clients vehicles owned or operated by Alluma.

- c. Insurance: Alluma further agrees, in order to protect itself and the Host Agency under the indemnity provisions set forth above, to at all times during the term of this contract, have and keep in force a liability insurance policy in the amount of \$1,000,000.00 for bodily injury or property damage to any one person and \$3,000,000.00 for total injuries or damages arising from any one incident.
- d. Audit: Unless otherwise agreed to by the Host Agency, Alluma agrees that within 90 days of the close of its fiscal year an audit will be conducted by a Certified Public Accounting Firm which will meet the requirements of the Single Audit Act of 1984, P.L. 98-502 and the Office of Management and Budget Circular No. A-128. In any case, after completion of the audit, a copy of the audit report must be made available to the Host Agency, upon request.

9. Other Conditions of the Parties' Obligations:

- a. Any alterations, variations, modifications, or waivers of provisions of this contract shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this contract.
- b. No claim for services furnished by Alluma, not specifically provided in the contract, will be allowed by the Host Agency, nor shall Alluma do any work or furnish any material not covered by the Agreement, unless this is approved in writing by the Host Agency. Such approval shall be considered to be a modification of the contract.
- c. In the event that there is a revision of Federal and/or State regulations which might make this contract invalid/non-executable, all parties will review the contract and renegotiate those items necessary to bring the contract into compliance with the new Federal and/or State regulations.

10. Subcontracting:

Alluma shall not enter into subcontracts for any of the work contemplated under this contract without written approval of the Host Agency. All subcontracts shall be subject to the requirements of this contract. Alluma shall be responsible for the performance of any subcontractor.

11. Independent Contractor:

Alluma guarantees that it has full legal rights to render the services provided for in this Contract and agrees that its status under this Contract is that of an independent contractor, and Host Agency agrees that Alluma shall have full control of the method and manner of performing the services set forth herein, in accordance with the terms hereof. Alluma agrees that nothing herein contained is intended or should be construed in any manner as established or creating the relationship of co-partners between the Host County and Alluma, or as constituting Alluma as the agent, representative or employee of the Host Agency for any purpose or in any manner whatsoever. Alluma is to be and shall remain an independent contractor with respect to all services performed under this Contract. Alluma represents that

it has, or will secure at its expense, all personnel required in performing services under this Contract. Any and all personnel of Alluma or other person, while engaged in the performance of any work or services required by Alluma under this Contract, shall have no contractual relationships with the Host Agency and shall not be considered employees of the Host Agency and any and all claims that may or might arise under the Workers' Compensation Act of any State on behalf of any such person or personnel arising out of employment against Alluma shall in no way be the responsibility of the Host Agency. Alluma does hereby hold the Host Agency harmless.

12. **Miscellaneous:**

Entire Contract:

It is understood and agreed that the entire contract of the parties is contained herein and that this contract supersedes all oral agreements/contracts and negotiations between the parties relating to the subject matter hereof, as well as, any previous contracts presently in effect between Alluma and any Host Agency relating to the subject matter hereof.

BY _____
Seth Nelson, Chair
Pennington County Board
Date

BY _____
Julie Sjostrand, Director
Pennington County Human Services
Date

BY _____
Shauna Reitmeier, Chief Executive
Officer, Alluma, Inc.
Date

Approved As To Form and Execution

Seamus Duffy
Pennington County Attorney
Date

Pennington County

TIME REPORTING AND TARGETED CASE MANAGEMENT & POLICY

- I. **All social workers in the Social Services Units will be expected to report 100% of their time with 80% available time being client related.** (For Lead Workers, consideration will be given for their non-billable lead worker duties i.e. resource/program development)
 1. Enter all of your breaks for the days you worked for the month.
 2. Only enter 30 minutes of break time for each day. We are only paid for 7.5 hours a day and the total hours in your reporting period in your Log is based on an 7.5 hour day times the number of work days in the month.
 3. Enter all of your vacation and comp time for the month.

See Attachment A for non-client related time entry instructions.

- II. Time entry for the month is due 7:00 a.m. on the 5th day of the following month. (For example, October's SSIS time entry must be entered completely by November 5th at 7:00 AM). If the 5th is on a weekend, time will be pulled 7:00 a.m. on the following Monday. (For example, if November 5th is on a Saturday, time must be entered completely by the following Monday at 7:00 AM). Approval of and extension to enter time will only be granted by immediate supervisor.

In order to promote daily time entry, protected staff time will provided for up to 45 minutes from the start of each staff persons work day to allow for daily time entry and case documentation. Staff should indicate on EIO that they are "Unavailable" during this time period.

- III. Accounting staff will continue to generate reports regarding adherence to TCM and other billable time requirements. Those will be given to supervisors. Supervisors will address with individual staff any concerns with meeting the requirements of the policy. Worker's corrections to these reports need to be completed and returned to their immediate supervisor within the timeframe provided, to ensure that timely corrections are made and that all claims can be processed. Failure to meet the accounting deadline will result in a loss of revenue.

IV. Within the overall 100% time reporting, the following clarification is provided in relation to Waiver and TCM cases.

a. **DD, AC, EW, CADI, BI WAIVER CASELOAD**

80% of the time will be client related. For mixed caseload (waiver/no-waiver), the standard continues to be the overall 80% of available time policy in proportion to their caseload (for example, someone with 40% of a caseload of waiver clients would not be expected to have 80% of their available time be *billable waiver* time; however, they would be required to be reporting 80% of the *available time* as client-related time).

b. **TARGETED CASE MANAGEMENT CASE LOAD**

Supplemental Eligibility is required for all cases eligible for TCM. Active Case Plans need to be in place prior to any claiming.

1. Adult Mental Health:

Minimum criteria for billable time: One Face to face followed by two consecutive months of phone contact will result in a billable visit each month. Functional Assessments need to be in place.

Goal: Billable visit for each client per month.

Standard: 100%

This standard would apply to workers with VA/DD/AMH eligible clients.

EXAMPLE: VA/DD/AMH require at least face-to-face quarterly with telephone contact monthly between.

A worker could get 100% eligible visit for case load of 50 with 17 face-to-face contacts per month (approx.. 4 weekly) and 33 phone contacts per month (8 per week).

2. Vulnerable Adult/Developmental Disabilities:

Minimum criteria for billable time: One face to face followed by consecutive months of phone contact will result in a billable visit each month. For individuals who are residing in institutions (ICF-DD's, hospitals, nursing facilities) TCM can be billed as part of transition planning as the placement is nearing an end however, billing cannot exceed 6 months.

Goal: Billable visits for each client quarterly.

Standard: 80% of billable visits.

3. Children's Mental Health:

Minimum criteria for billable time: In order to receive payment for eligible child, the provider must document at least one face-to-face contact with the child, the child's parents or child's legal representative during that month. Definition of a legal representative: guardian, conservator or guardian ad liem of a child with an emotional disturbance authorized by the court to make decisions about mental health service for the child.

Goal: Billable visit meeting for each eligible client.

Standard: 100%

4. Child Welfare/Child Protection:

Minimum criteria for billable time: Only services delivered on a face-to-face basis are claimable as CW/TCM unless the client is in placement more than 60 miles beyond county boundaries. In such cases, a telephone contact may be claimed in two consecutive months. There must be a face-to-face contact in month preceding or succeeding the telephone contacts.

Goal: Billable visit monthly for each eligible client.

Standard: 100% of billable visits.

5. Children in Out of Home Placement:

Minimum criteria for billable time: All children in out-of-home placement will have a face-to-face visit completed monthly. In addition to TCM Requirements, this is a federal requirement. If the child is in a MA Funded Facility, the agency is limited to one claim in the last 30 days.

Goal: Billable hit monthly for each eligible client.

Standard: 100% of children in out-of-home placement

6. Truancy:

Minimum Criteria for billable time: Only services delivered on a face-to-face basis are claimable as CW/TCM unless the client is in placement more than 60 miles beyond county boundaries. In such a case, a telephone contact may be claimed in two consecutive months. There must be a face-to-face contact in a month preceding or succeeding the telephone contacts.

Goal: Cases opened in case management will have a face-to-face visit completed monthly.

Standard: 100% of billable visits.

7. Children with Developmental Disabilities (non-waiver):

Minimum criteria for billable time: Only services delivered on a face-to-face basis are claimable as CW/TCM unless the client is in placement more than 60 miles beyond county boundaries. In such a case, a telephone contact may be claimed in two consecutive months. There must be a face-to-face contact in a month preceding or succeeding the telephone contacts. Supplemental Eligibility needs to be entered and active case plans need to be put in place.

Goal: Face-to-face visits will occur every 6 months

Standard: 50% of billable hits.

c. TRAGETED CASE MANAGEMENT IN ASSESSMENT

1. Child Protection Assessment:

Minimum criteria for billable time: Cases transitioning to Case Management will have a CW-TCM and Supplemental Eligibility completed at the time of the case transfer.

Standard: 100% of cases transitioning to Case Management.

2. Adult Mental Health/Children's Mental Health Assessment:

Minimum criteria for billable time: Cases transitioning to Case Management will have the Supplemental Eligibility criteria completed. The Case Manager will complete the case plan within 30 days and will date the case plan with the start date of the assessment workers first face to face contact with the client.

Children's Mental Health will complete Supplemental Eligibility for both CW & CMH TCM.

Standard: 100% of cases transitioning to Case Management.

3. **Vulnerable Adult Assessment:**

Cases transitioning to Case Management will have the Supplemental Eligibility criteria completed and an active case plan.

Standard: 100% of cases transitioning to Case Management.

V. CASE AIDE/CLERICAL

1. Case Aides and Clerical staff will record their time in SSIS when completing activities that are client specific.

SSIS NON-PROGRAM TIME ENTRY

NON PROGRAM ACTIVITY	UNIT MEETING & OTHER ACTIVITIES	INFORMATION AND REFERRAL	TRAINING	RECORDS AND REPORTS	MEETINGS	COMMUNITY EDUCATION & PREVENTION	BREAKS/LUNCHES
	<p>Emails, voicemails, texts, computer issues, unit retreats, agency cleaning day and non-client case consultation meetings.</p> <p>ALL NON-CLIENT RELATED <i>Please make note in purpose line as to what meeting you are attending</i></p>	<p>1. Entering information following contact with client on a closed workgroup.</p> <p>2. Unit Coverage/Intake Coverage while on unit coverage or blocking time while doing intakes.</p>	<p>1. SSIS Training, orientation unit and agency trainings, MSSA, network lunches, etc.</p> <p>2. Provide training to new staff "Power User", presenting at another unit's retreat.</p>	<p>Performance review, activity reports, timesheets, mileage claims</p>	<p>Mr/Choices Regional Meetings, Agency Board Meetings, DHS, MSSA or any other meetings other than internal</p>	<p>Crisis nursery, LAC, CSP, SADAC, Options, etc.</p> <p>Educating the general public to increase awareness of resources and services</p>	<p>Enter all of your breaks in for the days you worked in the month.</p> <p>Enter 30 minutes for breaks if working a 7.5 hour day. If working less than 7.5 hours you would have a 15 minute break.</p>
PROGRAM SERVICE	None	All Program Types	None	None	None	All Program Types	None
ACTIVITY	MEETING INTERNAL	1. COORDINATION 2. SCREENING	1. ATTEND TRAINING 2. PROVIDE TRAINING	RECORDS & REPORTS	COMMUNITY	Pick an appropriate activity	None

ADDITIONAL TIME ENTRY TIPS

- Travel Time-* You do not need to separate out your travel time, unless your client is CAC/CADI/BI – (This has been verified by management)
- Flex Time-* Do NOT enter flex time into SSIS, flex time is when you work more hours in one day and want to leave early the next. IT ALL EQUALS OUT.
- Account for 7.5 hours each day-* Enter your work, comp, vacation and breaks (30 minutes for breaks each day)

Pennington County Human Services
 Out Of Home Placement Costs
 Year Ending December 31, 2024 & 2023

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	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	YTD	YTD 2023	Change
Expense															
Foster Care	14,509.12	15,695.88	11,208.21	11,012.25	9,771.75	10,842.54	10,414.56	8,870.93	6,442.67	-	-	-	98,767.91	154,006.94	-35.9%
Rule 4	-	1,103.60	2,064.80	-	1,560.90	2,885.30	-	1,419.00	476.00	-	-	-	9,509.60	66,635.66	-85.7%
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	-	-	-	-	-	6,185.14	8,650.50	22,779.65	17,877.70	-	-	-	55,492.99	-	-
Corrections	48,314.86	46,385.58	65,215.38	77,092.30	49,283.30	56,604.85	46,683.94	39,800.31	21,351.59	-	-	-	450,732.11	372,184.55	21.1%
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	62,823.98	63,185.06	78,488.39	88,104.55	60,615.95	76,517.83	65,749.00	72,869.89	46,147.96	-	-	-	614,502.61	592,827.15	3.7%
Revenue															
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MH Recovery	5,579.46	-	5,579.46	6,509.37	5,579.46	5,579.46	13,018.74	6,509.37	6,044.41	-	-	-	54,399.73	73,555.34	-26.0%
4E Recovery	-	13,306.00	-	-	5,838.00	-	-	7,360.00	-	-	-	-	26,504.00	70,633.00	-62.5%
NFC Settlement	-	-	5,739.00	-	-	-	-	-	-	-	-	-	5,739.00	1,822.00	215.0%
Totals	5,579.46	13,306.00	11,318.46	6,509.37	11,417.46	5,579.46	13,018.74	13,869.37	6,044.41	-	-	-	86,642.73	146,010.34	-40.7%
Net Expense	57,244.52	49,879.06	67,169.93	81,595.18	49,198.49	70,938.37	52,730.26	59,000.52	40,103.55	-	-	-	527,859.88	446,816.81	18.14%

2023 Totals	25,994.07	(34,836.53)	87,325.57	63,931.67	63,910.59	40,026.36	70,206.95	71,845.65	58,412.48	71,558.12	32,591.87	26,752.20			
YTD Change	31,250.45	115,966.04	95,810.40	113,473.91	98,761.81	129,673.82	112,197.13	99,352.00	81,043.07	9,484.95	(23,106.92)	(49,859.12)			

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	YTD
Expense													
Foster Care	9,815.41	13,575.14	15,388.17	18,997.49	21,237.43	12,989.22	11,483.69	28,148.31	22,372.08	18,795.19	10,434.08	9,662.59	192,898.80
Rule 4	1,271.00	4,743.00	7,162.00	10,793.00	7,338.00	6,479.00	7,576.46	11,316.00	9,957.20	6,270.00	1,672.00	3,239.60	77,817.26
Rule 8	-	-	-	-	-	-	-	-	-	-	-	-	-
Rule 5	-	-	-	-	-	-	-	-	-	-	-	-	-
Corrections	30,824.97	-	71,976.09	39,335.23	42,180.16	35,769.29	59,297.51	59,630.53	33,170.77	53,191.93	48,434.79	29,162.00	502,973.27
Adoption Aid	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	41,911.38	18,318.14	94,526.26	69,125.72	70,755.59	55,237.51	78,357.66	99,094.84	65,500.05	78,257.12	60,540.87	42,064.19	773,689.33
Revenue													
Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-
MH Recovery	15,917.31	8,060.67	7,200.69	5,194.05	-	15,211.15	8,150.71	6,733.19	7,087.57	6,699.00	(10.00)	15,311.99	95,556.33
4E Recovery	-	45,094.00	-	-	6,845.00	-	-	18,694.00	-	-	27,959.00	-	98,592.00
NFC Settlement	-	-	-	-	-	-	-	1,822.00	-	-	-	-	1,822.00
Totals	15,917.31	53,154.67	7,200.69	5,194.05	6,845.00	15,211.15	8,150.71	27,249.19	7,087.57	6,699.00	27,949.00	15,311.99	195,970.33
Net Expense	25,994.07	(34,836.53)	87,325.57	63,931.67	63,910.59	40,026.36	70,206.95	71,845.65	58,412.48	71,558.12	32,591.87	26,752.20	577,719.00

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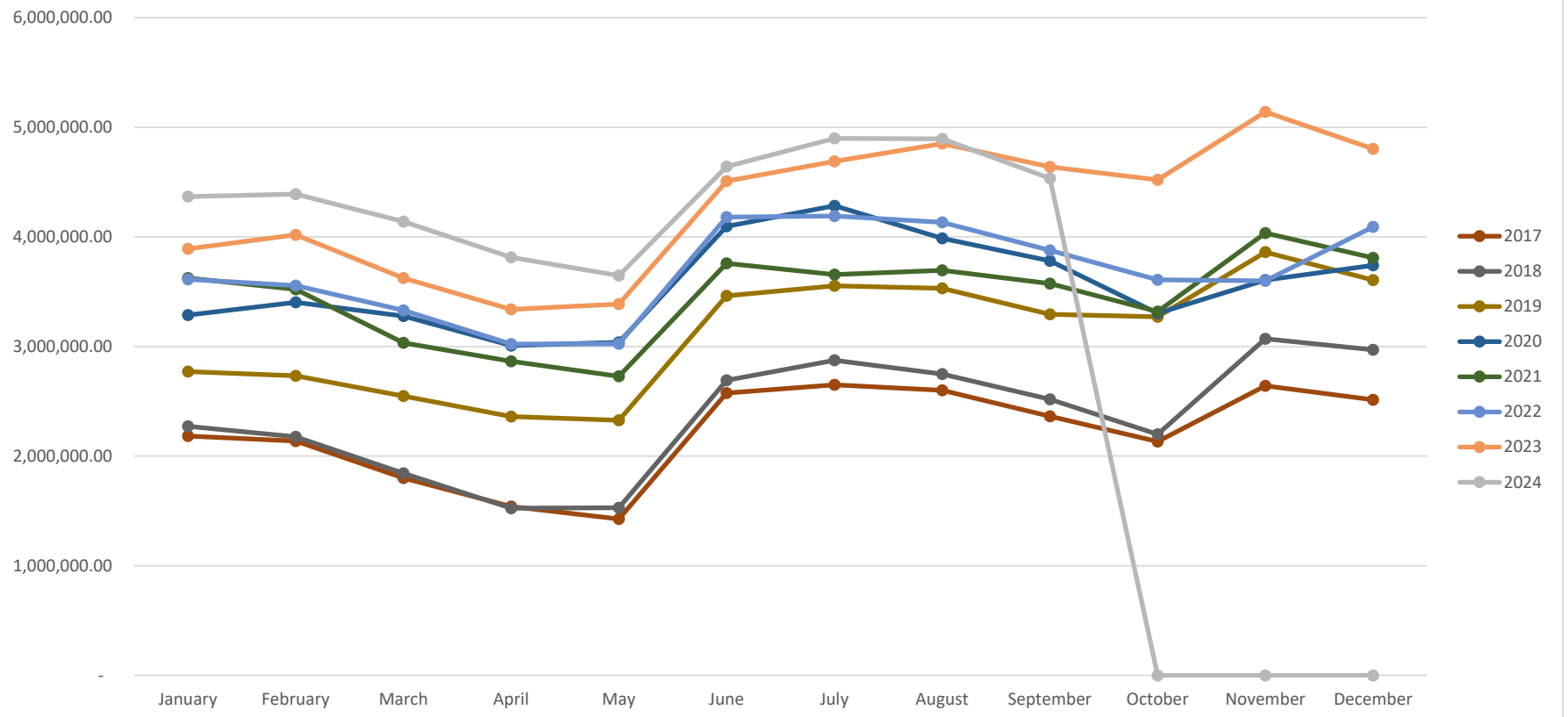
Human Service's Month End Balance

	2017	2018	2019	2020	2021	2022	2023	2024	% of Budget
January	2,182,630.66	2,271,729.26	2,772,063.80	3,288,028.76	3,624,301.56	3,612,634.01	3,892,137.92	4,368,802.80	79.15%
February	2,138,616.83	2,176,762.19	2,732,919.27	3,403,266.76	3,521,041.97	3,555,431.44	4,019,670.50	4,391,391.39	79.56%
March	1,800,227.71	1,844,672.30	2,547,429.81	3,277,046.86	3,033,593.35	3,329,525.51	3,624,644.30	4,140,708.64	75.01%
April	1,539,707.40	1,525,256.03	2,361,226.50	3,009,330.45	2,865,586.09	3,022,501.53	3,338,694.34	3,814,053.11	69.10%
May	1,426,858.37	1,528,544.15	2,327,158.79	3,038,957.98	2,728,273.46	3,023,675.98	3,386,550.78	3,646,747.76	66.07%
June	2,576,374.42	2,692,513.93	3,462,928.17	4,095,797.92	3,759,448.23	4,180,077.80	4,510,080.21	4,640,679.57	84.07%
July	2,650,496.79	2,874,408.12	3,554,336.75	4,284,273.43	3,656,785.80	4,190,786.57	4,690,147.87	4,898,652.24	88.74%
August	2,600,332.14	2,749,859.99	3,531,954.80	3,987,655.57	3,694,899.51	4,132,301.59	4,850,104.65	4,894,959.57	88.68%
September	2,362,913.96	2,518,750.84	3,294,188.08	3,781,078.10	3,573,442.34	3,878,451.23	4,637,867.07	4,535,101.45	82.16%
October	2,133,041.74	2,198,557.64	3,270,530.55	3,301,898.06	3,318,688.76	3,609,060.10	4,520,293.45	0.00	0.00%
November	2,642,643.71	3,070,756.97	3,860,836.73	3,606,171.73	4,035,310.35	3,599,570.32	5,140,626.01	0.00	0.00%
December	2,513,770.14	2,970,003.64	3,606,171.73	3,741,217.85	3,808,445.10	4,092,234.23	4,802,666.26	0.00	0.00%

Expense Budget 5,519,935.00

*****Fund balance should be at 42% of Annual Expenditures.

Human Services Cash Balance 2017-2024



**Pennington County Human Services
Income Maintenance Unit
2024 Active Cases by Program**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cash												
MFIP	33	31	29	29	32	33	41	39	31			
DWP	2	3	2	2	2	2	0	2	3			
GA	52	52	52	52	47	48	52	49	49			
GRH	50	50	50	51	48	47	45	45	49			
MSA	48	51	50	49	49	47	48	46	47			
EA	3	1	1	0	0	0	2	0	3			
EGA	0	0	0	1	1	0	1	1	0			
TOTAL	188	188	184	184	179	177	189	182	182	0	0	0

Food												
SNAP	562	555	539	547	536	546	556	571	576			
TOTAL	562	555	539	547	536	546	556	571	576	0	0	0

Health Care												
MA (MAXIS)	522	518	509	502	496	490	494	492	480			
IMD	2	2	1	1	1	1	1	1	1			
QMB	244	243	245	249	248	245	246	252	249			
SLMB	60	61	55	52	52	46	53	48	49			
QI-1	24	24	25	25	25	26	24	25	22			
MA (METS/MNsure)	1076	1000	963	952	951	941	968	983	976			
MCRE (METS)	77	68	73	68	68	62	60	52	58			
TOTAL	2,005	1,916	1,871	1,849	1,841	1,811	1,846	1,853	1,835	0	0	0

Total Active Programs												
	2,755	2,659	2,594	2,580	2,556	2,534	2,591	2,606	2,593	0	0	0

Total Active Cases												
	2,082	2,007	1,958	1,946	1,930	1,929	1,967	1,985	1,974	0	0	0

**Pennington County Human Services
Income Maintenance Unit
Active Cases by Program
Sep-24**

Cash	# Cases	## in HH	# Adults	# Children	
MFIP	31	71	26	45	Minnesota Family Investment Program
DWP	3	8	3	5	Diversionary Work Program
GA	49	49	49	0	General Assistance
GRH	49	49	49	0	Group Residential Housing
MSA	47	47	47	0	Minnesota Supplement Aid
EA	3	11	5	6	Emergency Assistance
EGA	0	0	0	0	Emergency General Assistance
TOTAL	182	235	179	56	

Food					
SNAP	576	,070	675	395	Supplemental Nutrition Assistance Program
TOTAL	576				

Health Care					
MA (MAXIS)	480	488	421	67	Medical Assistance
IMD	1	1	1	0	Institute for Mental Disease
QMB	249	250	250	0	Qualified Medicare Beneficiary (Medicare Savings Program)
SLMB	49	51	51	0	Service Limited Medicare Beneficiary (Medicare Savings Program)
QI-1	22	24	24	0	QI-1 (Medicare Savings Program)
MA (METS/MNsure)	976				Medical Assistance (as of 9/3/2024)
MCRE (METS)	58				MinnesotaCare (as of 9/3/2024)
TOTAL	1,835	814	747	67	

TOTAL ACTIVE PROGRAMS:	2,593
TOTAL ACTIVE CASES:	1,974

Pennington County Human Services
Emergency Assistance/Emergency General Assistance
Emergency Requests Related to Potential Evictions/Housing and Utilities
September-24

Approvals

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
x157564	9/13/2024	2274521	utilities	1 adult - unemployed	1	701.61 utility shut off	Approved EA for utilities	9/13/2024
X157019	8/22/2024	1227999	eviction	2 adults - 1 employed	2	\$750 - eviction notice	Approved EA for housing	9/25/2024
X157TMJ	9/30/2024	2529112	utilities	1 employed FT	3	\$792	Approved EA for utilities	9/30/2024
TOTAL						EA	\$2,243.76	
						EGA	\$0.00	

Denials

Eligibility Worker	File Date	Case	Request	Employment Status	Number of Children	Amount and Purpose	Agency Action	Date of Action
x157564	8/2/2024	2274521	utilities	1 adult employed	1	?	EA denied. Client failed to provide verifs. Case pended 30+ days.	9/3/2024
X157540	8/5/2024	2673514	None	2 adults - unemployed	1	None	EGA request withdrawn.	9/4/2024
X157019	8/8/2024	2675645	utilities	1 adult employed, 1 adult unemployed	2	unknown	EA denied. House failed to provide verifs	9/9/2024
x157564	9/5/2024	2274521	utilities	1 adult unemployed	1	\$701.61 utilities	EA request withdrawn	9/10/2024
X157535	8/23/2024	15465	Rent & Deposit	1 adult part time employment and RSDI	0	\$1425 rent and deposit	Does not meet 30% of net income towards basic	9/10/2024
X157539	9/6/2024	2637211	None	2 adults - 1 employed part time, 1 unemployed	0	None	EGA already used - no EMER at this time was just applying for everything.	9/12/2024
x157564	9/16/2024	1848814	none	1- unemployed	1	none	EA request withdrawn no emergency	9/16/2024
x157564	8/23/2024	2681364	none	1-unemployed	3	?	EA denied. Client failed to provide verifs. Case pended 30+ days.	9/23/2024

x157564	9/25/2024	2219848	none	1 unemployed	1	none	EA request withdrawn no emergency	9/27/2024
x157564	9/30/2024	1020713	utilities	1 employed	3	\$906.58 utility shut off	Does not meet 30% of net income towards basic	10/2/2024