

# Pennington County Human Service Committee Meeting Agenda

For April 21, 2015

7:00 pm

## Section A

Members Present:

\_\_\_\_\_ Darryl Tveitbakk

\_\_\_\_\_ Don Jensen

\_\_\_\_\_ Neil Peterson

\_\_\_\_\_ Cody Hempel

\_\_\_\_\_ County Attorney

\_\_\_\_\_ Oliver Swanson

- I. Reading of March 17, 2015 HSC Meeting Minutes.
- II. Personnel
  - A. Hiring update
  - B. Current Organizational Chart
- III. General
  - A. LSS Guardian/Conservator contract renewal
  - B. Falls DAC/Application for Need Determination
  - C. HSPM Cash Assistance and SNAP Measures
  - D. Human Service Financial Reporting
  - E. Out-of-Home Cost Report
  - F. Month's End Cash Balance
  - G. Other

## Section B

- I. Special Case Situations for Case Review (Social Services)
- II. Income Maintenance Update
- III. Special Case Situations (Public Assistance)
- IV. Payment of Bills

## Section C

- I. Upcoming Committee Meetings:

05/19/2015	06/16/2015	07/21/2015
7:00 pm	7:00 pm	7:00 pm

## SECTION A

The regular meeting of the Pennington County Human Service Committee was held at 12:00 pm, March 17, 2015 at Pennington County Human Services.

### COMMITTEE MEMBERS PRESENT:

Darryl Tveitbakk  
Don Jensen  
Oliver Swanson  
Cody Hempel  
Neil Peterson

### STAFF MEMBERS PRESENT:

Ken Yutrzenka  
Scott Sommers  
Julie Sjostrand  
Kathleen Herring

- I. MINUTES: The February 17, 2015 Human Service Committee meeting minutes were read. Recommendation was made to forward the minutes to the Consent Agenda.
  
- II. PERSONNEL: The Director announced the following new hires:
  - A. Marcie Wallace has been hired as a Developmental Disabilities case manager. Marcie's start date was 03/09/2015.
  - B. Roxane Gilbertson has been hired as a Developmental Disabilities case manager. Roxane's start date was 03/10/2015.
  - C. Judy Graff has been hired as the Special Needs Basic Care (SNBC) Care Coordinator. Judy's start date is scheduled for 03/23/2015Recommendation was made to forward these personnel actions to the Consent Agenda.
  
- III. GENERAL:
  - A. The CY 2015/2016 Behavioral Health Purchase of Service Agreements with Sanford Health were presented for consideration. Miranda Solem and Peter Sedgeman, representing Sanford Health, were present before the committee and assisted in the discussion. The following agreements were presented; (1) the Comprehensive Service Agreement, (2) the residential services agreement covering Pathfinders Children's Treatment Center and the Northern Lights IRTS/Crisis Services program, and (3) the Temporary Confinement and CD Assessment agreement. Upon completion of the presentation and follow-up discussion, recommendation was made to forward the agreements to the Consent Agenda.
  - B. The Director presented the MFIP/DWP Employment Services contract with MN DEED as provided through the Minnesota Workforce Center. The agreement provides for the purchase of traditional MFIP/DWP employment services as well as for direct mentoring services. The amount for service reimbursement during CY2015 has been negotiated at \$107,000.00. Upon completion of the presentation, the committee recommended this item be forwarded to the Consent Agenda.
  - C. The Director presented the CY2015 CSP (Community Support Program) funding grant for acceptance. This grant assists, in part, with funding of community-based adult mental health support services. Upon completion of the presentation, recommendation was made to forward this item to the Consent Agenda.
  - D. The out-of-home cost report for February 2015 was presented for review.
  - E. Month's end cash balance for February 2015 stands at \$1,618,976.04.

## **Section B**

- I. No Social Service cases were presented for special case consideration.
  
- II. Kathleen Herring presented an updated crisis assistance activity report. Kathleen also reported the end of month Income Maintenance open case count for February stands at 1,793.

- III. No Income Maintenance cases were presented for Special Case consideration.
- IV. A listing of bills presented for payment was reviewed. 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 21, 2015 at 7:00pm.



**Pennington County Human Services**  
**Emergency Assistance/Emergency General Assistance**  
**Emergency Requests Related to Potential Evictions/Housing and Utilities**  
**Date: March 11 - April 15, 2015**

<b>Approvals</b>								
<b>Eligibility Worker</b>	<b>File Date</b>	<b>Case</b>	<b>Request</b>	<b>Employment Status</b>	<b>Number of Children</b>	<b>Amount and Purpose</b>	<b>Agency Action</b>	<b>Date of Action</b>
x157535	4/3/2015	740822	propane	disabled	0	\$189 - propane	EGA Approved - \$189	4/3/2015
<b>TOTAL</b>						<b>EA</b>	<b>\$0.00</b>	
						<b>EGA</b>	<b>\$189.00</b>	

<b>Denials</b>								
x157524	4/14/2015	851565	electric	spouse - full time	1	\$1,266.48 - to prevent electric disconnection	Denied EA. Did not meet co-payment	4/15/2015
x157540	3/11/2015	1560657	unknown	unemployed	0	unknown	Denied EGA. No emergency.	3/11/2015
x157540	3/18/2015	2132015	unknown	full time	0	unknown	EA request withdrawn. Children not living in household at this time.	3/18/2015
x157540	3/18/2015	1955709	unknown	unemployed	0	unknown	Denied EGA. No emergency.	3/18/2015
x157540	3/19/2015	1333519	assistance to pay all household bills	unemployed	0	unknown	Denied EGA. Client is unemployed at this time. Assistance would not resolve emergency.	3/19/2015

x157540	3/27/2015	830373	assistance for new housing for April 1, 2015	full time	0	unknown	Denied EGA. Client has not yet selected new permanent housing.	3/27/2015
x157540	3/20/2015	262584	unknown	unemployed	0	unknown	Denied EGA. No emergency.	3/20/2015

Expense	January 2015	February 2015	March 2015	April 2015	May 2015	June 2015	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	YTD	2014	Change
Foster Care	\$ 5,764.88	\$ 4,985.52	\$ 4,596.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,346.88	\$ 59,006.70	-74.0%
Rule 4	\$ 9,602.93	\$ 8,610.65	\$ 4,737.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,951.44	\$ 33,164.69	-30.8%
Rule 8	\$ 5,760.00	\$ 6,541.00	\$ 25,249.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,550.97	\$ 34,835.90	7.8%
Rule 5	\$ 7,522.47	\$ 11,793.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,316.15	\$ 27,034.10	-28.5%
Corrections	\$ 49,459.94	\$ 42,157.28	\$ 27,286.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,903.22	\$ 63,753.71	86.5%
<b>Totals</b>	\$ <b>78,110.22</b>	\$ <b>74,088.13</b>	\$ <b>61,870.31</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ <b>214,068.66</b>	\$ <b>217,795.10</b>	-1.7%

Revenue															
Reimburse	\$ 3,133.30	\$ 2,354.15	\$ 3,162.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,649.59	\$ 9,564.11	-9.6%
MH Recovery	\$ 852.00	\$ 970.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,822.00	\$ 2,888.58	-36.9%
4E Recovery	\$ -	\$ 22,963.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,963.00	\$ 9,724.00	136.1%
<b>Totals</b>	\$ <b>3,985.30</b>	\$ <b>26,287.15</b>	\$ <b>3,162.14</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ <b>33,434.59</b>	\$ 22,176.69	50.8%

<b>Net Expense</b>	\$ <b>74,124.92</b>	\$ <b>47,800.98</b>	\$ <b>58,708.17</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,634.07	\$ 195,618.41	-7.7%
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2014 Totals	\$ 67,461.71	\$ 63,955.20	\$ 64,201.50	\$ 71,960.47	\$ 26,996.14	\$ 79,662.60	\$ 82,655.92	\$ 70,092.66	\$ 100,769.15	\$ 87,316.41	\$ 55,673.64	\$ 82,324.69	\$ 853,070.09	\$ 853,070.09	0.0%
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YTD Change	\$ 6,663.21	\$ (9,491.01)	\$ (14,984.34)	\$ (86,944.81)	\$ (113,940.95)	\$ (193,603.55)	\$ (276,259.47)	\$ (346,352.13)	\$ (447,121.28)	\$ (534,437.69)	\$ (590,111.33)	\$ (672,436.02)	\$ (3,279,019.37)		
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Expense	January 2014	February 2014	March 2014	April 2014	May 2014	June 2014	July 2014	August 2014	September 2014	October 2014	November 2014	December 2014	YTD
Foster Care	\$ 21,085.23	\$ 19,153.04	\$ 18,768.43	\$ 20,586.04	\$ 17,938.56	\$ 19,737.61	\$ 19,356.77	\$ 19,713.38	\$ 19,022.30	\$ 16,842.50	\$ 17,794.34	\$ 8,793.33	\$ 218,791.53
Rule 4	\$ 12,265.48	\$ 11,045.17	\$ 9,854.04	\$ 10,909.83	\$ 12,463.50	\$ 12,878.95	\$ 13,758.77	\$ 15,167.99	\$ 11,328.65	\$ 10,900.68	\$ 4,935.73	\$ 10,334.90	\$ 135,843.69
Rule 8	\$ 12,236.01	\$ 12,236.01	\$ 10,363.88	\$ 18,144.01	\$ 18,171.30	\$ 20,704.79	\$ 21,951.30	\$ 22,002.48	\$ 29,274.33	\$ 6,330.00	\$ 2,160.00	\$ 3,780.00	\$ 177,354.11
Rule 5	\$ 9,105.00	\$ 5,943.50	\$ 11,985.60	\$ 14,026.06	\$ 7,132.20	\$ 6,894.46	\$ -	\$ 950.96	\$ -	\$ 8,160.31	\$ 6,565.72	\$ 6,852.01	\$ 77,615.82
Corrections	\$ 18,999.00	\$ 26,938.72	\$ 17,815.99	\$ 29,507.00	\$ 21,869.00	\$ 21,540.00	\$ 29,349.18	\$ 40,572.00	\$ 43,674.24	\$ 47,696.90	\$ 45,824.00	\$ 56,558.60	\$ 400,344.63
<b>Totals</b>	\$ <b>73,690.72</b>	\$ <b>75,316.44</b>	\$ <b>68,787.94</b>	\$ <b>93,172.94</b>	\$ <b>77,574.56</b>	\$ <b>81,755.81</b>	\$ <b>84,416.02</b>	\$ <b>98,406.81</b>	\$ <b>103,299.52</b>	\$ <b>89,930.39</b>	\$ <b>77,279.79</b>	\$ <b>86,318.84</b>	\$ <b>1,009,949.78</b>

Revenue													
Reimburse	\$ 6,241.51	\$ 1,637.24	\$ 1,685.36	\$ 1,607.69	\$ 5,342.24	\$ 2,093.21	\$ 1,730.10	\$ 3,086.15	\$ 2,230.15	\$ 2,465.98	\$ 3,994.15	\$ 3,846.15	\$ 35,959.93
MH Recovery	\$ (12.50)	\$ -	\$ 2,901.08	\$ 19,604.78	\$ 20,721.18	\$ -	\$ 30.00	\$ 6,616.00	\$ 300.22	\$ 148.00	\$ -	\$ 148.00	\$ 50,456.76
4E Recovery	\$ -	\$ 9,724.00	\$ -	\$ -	\$ 24,515.00	\$ -	\$ -	\$ 18,612.00	\$ -	\$ -	\$ 17,612.00	\$ -	\$ 70,463.00
<b>Totals</b>	\$ <b>6,229.01</b>	\$ <b>11,361.24</b>	\$ <b>4,586.44</b>	\$ <b>21,212.47</b>	\$ <b>50,578.42</b>	\$ <b>2,093.21</b>	\$ <b>1,760.10</b>	\$ <b>28,314.15</b>	\$ <b>2,530.37</b>	\$ <b>2,613.98</b>	\$ <b>21,606.15</b>	\$ <b>3,994.15</b>	\$ <b>156,879.69</b>

<b>Net Expense</b>	\$ 67,461.71	\$ 63,955.20	\$ 64,201.50	\$ 71,960.47	\$ 26,996.14	\$ 79,662.60	\$ 82,655.92	\$ 70,092.66	\$ 100,769.15	\$ 87,316.41	\$ 55,673.64	\$ 82,324.69	\$ 853,070.09
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## Human Service's Month End Balance

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January	1,097,173.67	1,309,156.86	1,237,104.03	1,122,389.02	771,407.81	701,564.42	929,075.49	1,197,979.30	1,389,512.16	1,271,780.24	1,417,880.34	1,647,300.14
February	1,010,675.68	1,147,870.39	1,104,373.70	1,022,585.37	607,319.40	635,264.10	903,465.27	1,157,578.43	1,331,478.96	1,198,866.83	1,307,072.82	1,618,976.04
March	892,266.12	1,029,374.21	908,840.83	705,442.69	428,905.97	463,085.65	810,094.43	1,096,732.38	1,165,062.80	1,062,709.62	1,159,500.45	1,375,360.09
April	624,411.63	788,416.16	747,437.52	467,998.34	262,762.58	310,616.16	506,305.55	825,804.92	819,532.72	808,225.65	930,693.70	
May	560,618.15	653,690.74	691,752.23	382,551.08	142,246.78	161,895.69	447,916.22	768,561.39	678,196.10	552,664.08	693,604.86	
June	1,185,103.58	1,122,336.68	1,156,696.29	856,293.17	748,735.68	813,433.08	1,253,180.74	1,615,579.53	1,560,001.28	336,353.50	1,534,085.80	
July	1,303,439.41	1,425,888.93	1,429,151.24	1,073,512.78	906,246.71	925,265.96	1,327,951.41	1,313,679.13	1,659,331.53	1,693,689.91	1,538,687.96	
August	1,270,258.47	1,295,253.41	1,253,678.57	887,436.09	751,562.11	882,810.00	1,312,090.88	1,599,387.92	1,694,786.46	1,636,358.00	1,483,015.19	
September	1,053,129.16	1,073,403.66	1,006,514.93	700,638.09	633,565.54	726,047.54	1,094,067.41	1,349,316.27	1,431,613.15	1,468,683.30	1,236,816.55	
October	778,866.94	897,378.14	846,958.68	534,556.62	500,741.08	525,397.26	954,484.86	1,188,529.69	1,116,275.87	1,174,910.46	919,650.64	
November	774,986.11	765,995.33	1,307,027.10	892,920.21	422,625.48	1,261,703.28	1,422,560.89	1,732,295.38	877,736.63	1,756,882.42	1,900,971.24	
December	1,317,868.82	1,415,786.24	1,320,805.76	877,663.14	907,713.54	1,119,405.06	1,377,405.92	1,588,551.10	1,485,681.91	1,678,723.86	1,833,528.58	