

Traverse County Board of Commissioners
Social Service Board Minutes
December 19, 2023
9:00 AM

Traverse County Social Services Department
202 8th Street North, Wheaton MN 56296

The regular meeting for the Traverse County Board of Commissioners/Social Service Board was held at the Traverse County Social Services Department, Wheaton, MN on December 19, 2023. Commission Chair, Kayla Schmidt, called the meeting to order at 9:00 AM.

ROLL CALL:

Members Present: Kayla Schmidt, Chair
Mark Gail, Vice-Chair
Dwight Nelson
Jerrel Olson
Chad Metz

Members Absent: None

Other: Stacy Hennen, Director
Kari Rude, Deputy Director
Shelly Staebler, Social Services
Sarah Lohse, Social Services Supervisor

CONSENT AGENDA (Routine Actions requiring Board Action):

A. Approval of Agenda, Minutes of Previous Meeting, and Donation(s):

1. Ave Maria Ladies Guild - \$45.00
2. St. John Lutheran Church - \$50.00

Approval of Agenda, Minutes of Previous Meeting and Donations were presented. Upon a motion by Commissioner Nelson, second by Commissioner Metz, and carried unanimously, the agenda, November minutes, and donations to the agency were approved.

CASELOAD TOTALS: Reviewed.

	11/30/22	11/30/23
Social Services (Workgroups)	62	66
Income Maintenance	717	682
Child Support	60	58
Child Care Assistance - Cases	4	7
Child Care Assistance - Providers	5	6
Totals	848	819

OUT-OF-HOME PLACEMENTS: Reviewed and discussed the placement numbers. There are currently three children using the independent living, 18-21 program; one child in home trial visits, one child placed by corrections; and four children in placement through child protection. The deputy director shared that there have been three additional placements to the numbers listed below.

A. Placements:

1. Total - 9
2. Social Services - 8
3. Corrections – 1

FISCAL REVIEW: Reviewed and discussed.

- Cash Balance as of 11/30/2019 - \$1,762,919.97
- Cash Balance as of 11/30/2020 - \$1,474,017.97
- Cash Balance as of 11/30/2021 - \$2,026,613.93
- Cash Balance as of 11/30/2022 - \$2,229,367.87
- Cash Balance as of 11/30/2023 - \$2,443,329.83

DISCUSSION/DECISION:

A. Budget:

1. The November 2023 Financial Summary was reviewed with the board. The deputy director discussed the Traverse budget. At this time, our cash balance is at 92%, which is close to our target budget.

B. DHS Updates:

1. Star Tribune

The deputy director discussed the recent article involving social services in the Star Tribune. The article focused on prenatal drug use and how it affects families in the community. The director did testify on behalf of our county and community.

C. Traverse County Updates:

1. 2024 Horizon Public Health Reception Service Contract

The deputy director presented a two-year contract with Horizon Public Health for front desk/reception services. The deputy director reviewed the contract, which outlined what we provide for them in terms of reception services. Upon a motion by Commissioner Nelson, seconded by Commissioner Olson and carried unanimously, the contract was approved.

2. 2024 Lakeland Mental Health Center Social Work Services Contract

The deputy director presented the contract with Lakeland Mental Health Center (LMHC) for pre-petition screening for commitment for adults. The deputy director noted that this contract is used as a backup, since our case manager, supervisor, and several staff at Wester Prairie can all do pre-petition screening documents. The reason the agency would like to keep this contract is timing. When the agency receives a statement in support of commitment, there is a very short time frame to get the report done. If our staff are out or otherwise engaged, we want to make sure we have an option that will help us comply with our statutory duties. Upon a motion by Commissioner Metz, and a

second by Commissioner Olson, the motion carried unanimously and the agreement was approved.

3. 2023 Third Quarter Timeliness Certificate

The deputy director showed the board a certificate the agency received from the State of Minnesota for meeting the federal guidelines for processing expedited SNAP food support, in Quarter Three of this year. Our staff processed 95% or above within the timelines. The agency processed 100% of applications within timelines. The deputy director praised the staff and indicated that the agency is fortunate in Traverse to have very experienced, skilled staff in this area, and all areas of our agency.

4. NEMT – Non-Medical Emergency Transportation

The deputy director discussed the non-emergency medical transportation eligibility criteria, how fiscal codes the billing for reimbursements, and rules for cost-effectiveness.

5. Region IV South Policies

The deputy director discussed Region IV fiscal information. Western Prairie Human Service serves as the fiscal host. As the fiscal host, there is a fiduciary responsibility to ensure that the spending of the grant is within audit boundaries and meets all auditing standards, as well as meeting the grant requirements.

ADMINISTRATIVE/VENDOR PAYMENTS: Upon a motion by Commissioner Nelson, and a second by Commissioner Metz, the vendor payments were unanimously approved.

A. 2023 Additional Check Run:

1. Additional check run now until the end of 2023.

ADJOURN: 9:32am

Next meeting: January 16, 2024 @ 9:00AM

Attested to by:

Stacy Hennen/Director

Kayla Schmidt/Board Chair