

**Traverse County Board of Commissioners  
Social Service Board Minutes  
April 16, 2024  
9:00 AM**  
Traverse County Social Services Department  
202 8<sup>th</sup> 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 April 16, 2024. Commission Chair, Mark Gail, called the meeting to order at 9:00 AM.

**ROLL CALL:**

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

**Members Absent:** None

**Other:** Stacy Hennen, Director  
Shelly Staebler, Social Services

**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. Trinity Mount Olive Lutheran Church - \$163.00

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

**CASELOAD TOTALS:** Reviewed.

	<b>03/31/23</b>	<b>03/31/24</b>
Social Services (Workgroups)	65	68
Income Maintenance	709	663
Child Support	62	61
Child Care Assistance - Cases	5	4
Child Care Assistance - Providers	7	6
Totals	848	802

**OUT-OF-HOME PLACEMENTS:** Reviewed and discussed the placement numbers. There is one child placed by corrections who has moved into a facility, and we will now be paying the bill. We have one individual who moved into structured independent living, so the bill will be higher, but it is a necessary service to help him attain the skills he needs to live on his own. There are ten children in placement through child protection. One child is on a trial home visit, and one child is

placed with a custodial parent. We have six kids in foster care. The director talked about the types and kinds of placements we are seeing, and noted that placement costs continue to remain high.

**A. Placements:**

1. Total - 11
2. Social Services - 10
3. Corrections – 1

**FISCAL REVIEW:** Reviewed and discussed. The director reported that the cash balance has decreased due to out-of-home placements.

**A. Cash Balances:**

1. Cash Balance as of 03/31/2020 - \$1,392,533.81
2. Cash Balance as of 03/31/2021 - \$1,540,172.96
3. Cash Balance as of 03/31/2022 - \$1,726,513.13
4. Cash Balance as of 03/31/2023 - \$2,105,879.30
5. Cash Balance as of 03/31/2024 - \$1,961,551.83

**DISCUSSION/DECISION:**

**A. Budget:**

The March 2024 Financial Summary was reviewed with the board. We are \$144,327.47 under where we were at this time last year in our cash balance. We had state recovery in March of \$15,181.00. We have had no county burials this year. We are 26% through the year; we are at 17% of revenues and 26% of expenditures. We do have approximately \$38,000.00 in outstanding targeted case management revenue that hasn't been receipted in, yet. The director indicated that our first tax payment will be less \$300,000.00 of the \$600,000.00 that the board took out of our budget at the final budget last year. So, we will likely continue to see a significant deficit in our budget.

**B. DHS Updates:**

The director discussed the ongoing legislative bills. The director has concerns regarding some of the bills, and how it will impact our staff and the communities we serve. The director reviewed her most significant concerns, and talked with the board about the importance of talking with our local legislators about bills that impact us. The Minnesota Association of County Social Services Administrators (MACSSA) and the Association of Minnesota Counties (AMC) have been very busy this year in the human services.

**C. Traverse County Updates:**

1. Proclamation for Child Care Providers

The director asked the board to approve Traverse County Proclamation Day for Child Care Providers on May 10, 2024. Upon a motion by Commissioner Nelson, second by Commissioner Olson, the motion carried unanimously.

2. 2023 Annual Application Processing Certificate

The director would like to recognize our eligibility workers. Traverse County is the only county in the state of Minnesota who achieved a 100% timeliness rate in SNAP Expedited and 30-day applications for 2023.

3. PrimeWest Health 2024 Enrollment

The director discussed Traverse County enrollment from March 2023 to March 2024 with PrimeWest. We are currently seeing a decrease with PrimeWest. This was expected with the MA unwind, and a second health care choice, BluePlus. The director and Commissioner Nelson updated the board on what PrimeWest is seeing.

4. Traverse Mid-term Certification Letter

The director stated that Traverse County Social Services is certified to perform family child care licensing functions under Minnesota Rules, parts 9543.0010 through 9543.0150. This Rule 13 review was conducted mid-term, and our certification date will be May 31, 2026.

5. Job Description Reclassification

The director discussed the reclassification of Traverse County Financial Eligibility Worker. Upon completing the new classification study for the David Drown, the director noted that the job description was not only very outdated, but was also classified more like a data entry position, when in fact, an eligibility worker needs to know a great deal about policy. Much of their long-term care work is about assets, wills, finances, and policy. There are over fifty types of medical assistance alone, together with food support, cash assistance, IV-E, and other programs they operate. The director asked the coordinator if she could update the current job description to make it more accurate, and see where Baker Tilly graded it. The Personnel Committee agreed, and the result is before the board. Baker Tilly is recommending a reclassification of this position from grade 13 to grade 14. This will result in an increase of salary for the three people in the position that is consistent with the union contract, in terms of moving grades. The director requested the board approve a pay grade change. Upon a motion by Commissioner Nelson, second by Commissioner Olson, and carried unanimously, upon approval and notification to the union.

**D. Other:**

The director and financial assistance supervisor gave the board a brief overview of the agenda item on the regular board agenda from the county attorney, asking for the ability to enter into civil action, and our support for that.

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

**ADJOURN: 9:40am**

**Next meeting: May 21, 2024 @ 9:00AM**

Attested to by:

---

Stacy Hennen/Director

---

Mark Gail/Board Chair