

**Traverse County Board of Commissioners  
Social Service Board Minutes  
September 19, 2023  
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 September 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

**CONSENT AGENDA (Routine Actions requiring Board Action):**

- Approval of Agenda and Minutes of Previous Meeting were presented, together with Donation(s) received from:
  - 1) Ave Maria Ladies Guild - \$90.00

Upon a motion by Commissioner Metz, second by Commissioner Olson, and carried unanimously, the agenda, donation(s) to the agency, and August minutes were approved.

**CASELOAD TOTALS:** Reviewed.

	<b>08/31/22</b>	<b>08/31/23</b>
Social Services (Workgroups)	67	63
Income Maintenance	716	711
Child Support	64	59
Child Care Assistance - Cases	5	4
Child Care Assistance - Providers	7	6
Totals	859	843

**OUT-OF-HOME PLACEMENTS:** Reviewed and discussed the placement numbers. There are currently two children using the independent living, 18-21 program; one child placed by corrections; and three children in placement through child protection. There are a few more potential corrections placements that we are working on with Probation.

- Total - 7
- Social Services - 6
- Corrections – 1

**FISCAL REVIEW:** Reviewed and discussed.

- Cash Balance as of 08/31/2019 - \$1,669,916.07
- Cash Balance as of 08/31/2020 - \$1,714,679.15
- Cash Balance as of 08/31/2021 - \$1,872,345.02
- Cash Balance as of 08/31/2022 - \$2,303,136.63
- Cash Balance as of 08/31/2023 - \$2,427,362.61

**DISCUSSION/DECISION:**

**A. BUDGET:**

1. The August 2023 Financial Summary was reviewed with the board. Our cash balance is up \$124,225.00, which is less than what it has been in the past. We are tracking closer to on-target, in terms of budget and cash balance, which has been the goal. We would like to get our budget as close to reality as possible. The director explained that things like out-of-home placements, commitments, do-not-meet-criteria days, and other social services expenses, are what we can't plan for. We are at 67% of the year. Our revenues are at 66%, and our expenditures are at 54%. Our revenues are close to budget thus far, and our expenses are a little low; which is understandable, given the areas we're low in are unpredictable. There have been three county burials for the year, as of July. Thus far, we have collected \$42,033.97 in estate recoveries. We keep 25% of that total, and the remainder goes to DHS. That is an unpredictable revenue, as well. We generally try and look at three years of data for these expenses. While that helps, our budget is small enough that one thing can have major impacts to the budget.

**B. DHS UPDATES:**

1. The director updated the board on the Indian Child Welfare Act (ICWA), and work that is being done on the state version of that law, the Minnesota Indian Family Preservation Act (MIFPA). The director indicated that she reminded DHS that our financial allocation for this work is \$4,500.00, and we spend significantly more than that to comply.
2. The director talked about the recent Association of Minnesota Counties policy conference and the priorities that the Health and Human Services chose. The first position they chose was system modernization. Specifically, we discussed wanting to be a part of the discussion on the money that has been allocated, and also wanting to see money put towards the Social Services Information System (SSIS), so we can be ready for case management redesign.

**C. TRAVERSE COUNTY UPDATES:**

1. The director presented a Social Services Request for Information form that needed approval. The director noted that we need to have two policies passed as well, and the director will bring those back to the board next month for approval. This will be the form we ask people to fill out if they ask for information. Upon a motion by Commissioner Nelson, and a second by Commissioner Olson, the motion carried unanimously and the form was approved.
2. The director went over the Wheaton School Transportation Agreement. In order for schools to get some of their funding, they have to have an agreement on how we will transport foster children to and from the school they were attending upon removal. The director indicated that it's fairly standard that the agreement states that if they

have an IEP, the school will pay for it. Otherwise, the school and human services work it out. Upon a motion by Commissioner Olson, and a second by Commissioner Gail, the motion carried unanimously and the agreement was approved.

3. The director reviewed the Browns Valley School Transportation Agreement. This agreement mirrors the one just passed for the Wheaton schools. Upon a motion by Commissioner Nelson, and a second by Commissioner Metz, the motion carried unanimously and was approved.
4. The director presented a contract with Lutheran Social Services (LSS) for 2024. The rates are a 3% increase to cover their cost-of-living costs. LSS provides intensive in-home therapy for our clients in their homes, and also sees people in our office. Starting in 2024, they will also be providing Community Intensive Bridging Services for us; a service they have been providing under a grant to other counties in our region. That will be addressed through a host county contract between LSS and Western Prairie Human Services. Upon a motion by Commissioner Olson, and a second by Commissioner Gail, the contract was unanimously approved.
5. The director reviewed our quarter two statistics for the processing of regular and expedited SNAP (Supplemental Nutrition Assistance Program) for Traverse County cases. Our staff performed over 96% for the second quarter of 2023. The director noted, again, that we are fortunate to have experienced workers. The director also noted that very few counties meet this measure, and we have met it the last six quarters.
6. The director indicated that she talked to the Personnel Committee about a current leave of absence that we have in our office. The director said that because of medical assistance unwind, we need a temporary replacement for the position. The director requested permission to hire a temporary full-time position, for up to six months, to cover the absence. The board discussed it, and upon a motion by Commissioner Metz, and a second by Commissioner Gail, the temporary full-time position was unanimously approved.

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

## Adjourn

**Next meeting: October 17, 2023 @ 9:00AM**

Attested to by:

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Stacy Hennen/Director

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Kayla Schmidt/Board Chair