

**Traverse County Board of Commissioners  
Social Service Board Minutes  
June 20, 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 June 20, 2023. Commission Chair, Kayla Schmidt, called the meeting to order at 9:00 AM.

**ROLL CALL:**

**MEMBERS PRESENT:** Mark Gail  
Chad Metz  
Dwight Nelson  
Jerrel Olson  
Kayla Schmidt

**MEMBERS ABSENT:** None

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

- Approval of Agenda, minutes of previous meeting, and donations were presented. No donations were received in the month of May 2023.

Upon a motion by Commissioner Olson, second by Commissioner Nelson, and carried unanimously, the agenda and May minutes were approved.

**CASELOAD TOTALS:** Reviewed.

	<b>05/31/22</b>	<b>05/31/23</b>
Social Services (Workgroups)	79	74
Income Maintenance	703	729
Child Support	65	59
Child Care Assistance - Cases	6	4
Child Care Assistance - Providers	7	7
<b>Totals</b>	<b>860</b>	<b>873</b>

**OUT-OF-HOME PLACEMENTS:** Reviewed and discussed the placement numbers. There are two children using the independent living, 18-21 program; one child in Moorhead Shelter Care, placed by the county attorney and law enforcement; and four children in placement through child protection.

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

**FISCAL REVIEW:** Reviewed and discussed.

- Cash Balance as of 05/31/2019 - \$1,257,919.70
- Cash Balance as of 05/31/2020 - \$1,310,955.85
- Cash Balance as of 05/31/2021 - \$1,410,725.95
- Cash Balance as of 05/31/2022 - \$2,221,332.18
- Cash Balance as of 05/31/2023 - \$2,020,118.30

**DISCUSSION/DECISION:**

**A. BUDGET:**

1. The May 2023 Financial Summary was reviewed with the board. Our cash balance is up \$228,562.02 from May of last year. We are 42% of the way through the year at the end of May. We are at 41% for revenues, and 30% for expenditures. Our revenues are close to budget thus far, and our expenses are a little low. One of the reasons is that our out-of-home placement costs have been low. There have been two county burials for the year, as of May. Thus far, we have collected \$25,113.26 in estate recoveries. We keep 25% of that total, and the remainder goes to DHS. We have received the first half of taxes, too.

## **B. DHS UPDATES:**

1. The director updated the board on cannabis legalization and what that may mean for child protection. The director reviewed some documentation that the Association of Minnesota Counties and MACSSA have put together. We will need a lot more information on this to move forward, and we are working with the state to get as much information as possible.
2. The director touched briefly on the Department of Human Services working on splitting up their agency. The plan is to split state operated services, so in-patient hospitals and facilities for adults and children run by the state into their own agency. The other split the department is working on is splitting the child welfare services and other undetermined, as of yet, services into a statewide agency called the Department of Child and Family Development. The goal is to put all children's services, like early childhood education, child welfare, and other children's serves that are split into other agencies into one agency. Counties have concerns about communication, process, and transition. We would like to see this be a better solution, not just one that does not harm children and families. There is a committee that MACSSA and AMC are a part of, along with the governor's office and the Office of Management and Budget to move this forward. The director is part of that group, and will provide updates as we learn them. It is not scheduled to go into effect until 2025, at the earliest.

## **C. TRAVERSE COUNTY UPDATES:**

1. The director and social services supervisor presented an annual report of child protection services in Traverse County for 2022. The supervisor reviewed the process of intake, screening, track assignment, and investigative options with the board, and reviewed the number of Traverse County cases and intakes.
2. The director went over the timeliness certificate that our eligibility staff received for the first quarter of 2023, for expedited SNAP and SNAP application processing. The supervisor of that program was present as well, and spoke to her staff's knowledge and skill. We are fortunate to have experienced workers who do very good work for the people of Traverse County.
3. The director reviewed Traverse County's 2023 Child Care Assistance Plan (CCAP) with the board. The plan shows how we will utilize the CCAP dollars in terms of process, priority, and eligibility. We are required to do one, and then to post it for thirty days before we send it to the state. If there are substantive changes that come from posting it, then we would bring it back to the board for approval. We would like to see it approved though, so we can meet the timelines necessary. Upon a motion by Commissioner Olson, seconded by Commissioner Nelson, the plan was approved unanimously.
4. The director noted that our offices are in need of a refresh, and that our furniture is also in need of replacement. The director indicated that public health has gotten new furniture, and it has sparked conversation about our own needs. The director and supervisor talked with the staff, walked through the building, and got some quotes for furniture. The director would like to replace all of the desks with ergonomic desks that meet the needs of not only the staff here now, but staff yet to come. She talked about some of the issues with our current desks and chairs. We received a quote to replace all of the desks, office chairs, and visitor chairs, as well as refresh the family room. The quote is for \$34,000.00. The director noted that it includes delivery and installation, and is a reasonable quote. The director is aware of what others have paid for office furniture, and feels confident that this is a good deal for the agency. The director would also like to talk with maintenance about painting, replacing carpet, and refreshing the lobby and the public spaces, in particular. The director is requesting that the board allow her to spend up to \$60,000.00 out of our fund balance to pay for these things. The director noted that we will talk to maintenance and see what he has time to do, and get his assistance and opinion in looking for contracted services wherever he feels we need to. After questions and discussion, Commissioner Nelson made a motion to approve the expenses as they were laid out, \$60,000.00 from the social services fund balance, seconded by Commissioner Olson.

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

**Adjourn**

**Next meeting: July 18, 2023 @ 9:00AM**

Attested to by:

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Stacy Hennen/Director

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Kayla Schmidt/Board Chair