

1. Human Services Regular Board Meeting Agenda And Packet January 2, 2024

Documents:

[HUMAN SERVICES BOARD PACKET_JANUARY 2, 2024.PDF](#)



Providing excellent customer service in a fiscally responsible manner

BENTON COUNTY HUMAN SERVICES BOARD

January 2, 2024, 9:00 AM

or upon adjournment of the County Board meeting

Benton County Board Room
531 Dewey Street, Foley, MN

AGENDA

1. County Board Chair
 - Call to Order
 - Roll Call
 - Select a Human Services Board Chair for 2024
2. Chair of the Human Services Board
 - Select a Human Services Board Vice-Chair for 2024
 - Approve or Amend the Agenda
 - Set the 2024 Human Services Board Meeting Dates and Times
3. Consent Agenda
 1. Approve or Amend the Human Services Meeting Minutes of December 19, 2023
 2. Consider the Tri-Cap Renewal Also Making it a Two-Year Contract
 3. Consider the 2024 Amended Respite Care Grant Contract with the Department of Human Services
4. Sandi Shoberg, Human Services Deputy Director
 - Update on Local Homeless Prevention Aid Funding for 2023, and Planning for 2024 Allocation
5. Adjourn

Virtual Meeting Information

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/834170141>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Human Services Board:
Scott Johnson, District 1
Ed Popp, District 2
Steve Heinen, District 3
Jared J. Gapinski, District 4
Beth Schlagen, District 5

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BENTON COUNTY HUMAN SERVICES BOARD AGENDA ITEM REQUEST

Meeting Date:	January 2, 2024	Regular Agenda:	X
Requesting Department:	County Administrator	Consent Agenda:	

Title of Requested Item As It Will Appear on Board Agenda:

Select a Chair and Vice Chair of the Human Services Board for 2024

Background Information:

The Human Services Board will continue to function until April 1, 2024. Until then it will require a Chair and Vice Chair.

The County Board Chair historically has led this agenda item and asked for nominations/seconds and called for a voted.

The new HS Board Chair then takes the gavel for selection of a Vice Chair and the remainder of the meeting agenda.

Action Requested:

Nominations for Chair, a second on such nominations, followed by a vote; new Chair takes the gavel and accepts nominations/seconds for a Vice Chair of the Human Services Board

Fiscal Impact:

Estimated Cost (\$):	
Source of Funds:	
New or Additional Revenue (\$):	
Cost Budgeted in Current Year? (Yes/No)	

Submitted by/Approved by:	Signature	Date
Submitter/Supervisor		
Department Head	Montgomery, Leahy	12-24-23
County Attorney		
State grant contract/agreement <u>not</u> reviewed by County Attorney (grant renewal with no changes in terms and conditions)		☐

Duration:	Preferred placement on agenda:
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BENTON COUNTY HUMAN SERVICES BOARD AGENDA ITEM REQUEST

Meeting Date:	January 2, 2024	Regular Agenda:	✓
Requesting Department:	County Administrator	Consent Agenda:	

Title of Requested Item As It Will Appear on Board Agenda:

Schedule regular meetings of the Human Services Board for 2024

Background Information:

At the first organizational meeting of the year, the Human Services Board shall adopt its schedule of regular meetings for the year. Once adopted and kept on file, no further notice of meetings is required. If a change is required in the date and time of a regular meeting, it becomes a "special meeting" under the MN Open Meeting Law and a three-day posted notice is required. Also, special meeting agendas may not be amended on the day of the meeting, whereas regular meeting agendas may be amended day of.

Per previous action of the County Board and Human Services Board, the Human Services Board will terminate on April 1, 2024. Thus, regular meetings are scheduled only through March.

Action Requested:

A motion to adopt the Human Services Board schedule of regular meetings for 2024 as presented

Fiscal Impact:

Estimated Cost (\$):	
Source of Funds:	
New or Additional Revenue (\$):	
Cost Budgeted in Current Year? (Yes/No)	

Submitted by/Approved by:	Signature	Date
Submitter/Supervisor		
Department Head	<i>Morgan Jendly</i>	12-26-23
County Attorney		
State grant contract/agreement <u>not</u> reviewed by County Attorney (grant renewal with no changes in terms and conditions)		☐

Duration:	Preferred placement on agenda:
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Benton County Mission:
Providing excellent customer service in a fiscally responsible manner

BENTON COUNTY HUMAN SERVICES BOARD

SCHEDULE OF REGULAR MEETINGS FOR 2024

County Board Room - 531 Dewey Street, Foley, MN 56329

Date	Time	Location
January 2, 2024	9:00 AM	County Board Room, Foley
January 16, 2024	9:00 AM	County Board Room, Foley
February 6, 2024	9:00 AM	County Board Room, Foley
February 20, 2024	9:00 AM	County Board Room, Foley
March 5, 2024	9:00 AM	County Board Room, Foley
March 19, 2024	9:00 AM	County Board Room, Foley

County Board:
Scott Johnson, District 1
Ed Popp, District 2
Steve Heinen, District 3
Jared Gapinski, District 4
Beth Schlangen, District 5

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BENTON COUNTY HUMAN SERVICES BOARD
REGULAR MEETING MINUTES
DECEMBER 19, 2023

The Benton County Human Services Board met in regular session on December 19, 2023, in the Benton County Board Room in Foley, MN with Board Members Beth Schlangen, Steve Heinen, Scott Johnson, Jared Gapinski and Ed Popp present. Call to order by Human Services Board Chair Steve Heinen was at 10:30 PM.

Motion by Gapinski and seconded by Popp to approve the agenda as written. Motion carried unanimously.

Johnson/Schlangen to approve Consent Agenda item 1 – 4: 1) to approve the Human Services Meeting Minutes of December 7, 2023 and authorize the Chair to sign; 2) approve the contract for Lighthouse Family Services to complete Benton County's required qualified individual assessments and authorize the Chair to sign; 3) approve the Medica Contract for Mental Health Targeted Case Management and authorize the Chair to sign; 4) approve the three separate Community Adult Mental Health Initiative (CAMHI) contracts and authorize the Chair to sign. Motion carried unanimously.

Next, Community Health Administrator Jaclyn Litfin requested the County Board to consider a Resolution to accept a donation from Medica to Benton County Public Health-Human Services. On 11/07/2023, the Benton County Board of Commissioners approved Public Health staff to apply for funding from Medica in the amount of \$5,000. Medica received the application, approved it, and remitted the funding in the amount of \$5,000. This funding will be used to purchase items intended to improve the quality of life for individuals served. Motion by Johnson and seconded by Gapinski to adopt the Resolution to accept a donation from Medica to Benton County Public Health-Human Services for \$5,000. Motion carried unanimously.

Next, Human Services Deputy Director Sandi Shoberg requested the County Board to appoint Victoria Blonigen as a representative to the St. Cloud Regional Homeless Task Force as a Benton County Provider. The City of St. Cloud is convening the Regional Homeless Task Force. Counties and cities were asked to appoint one representative to the task force. Social Services Supervisor Nikki Knowles was appointed at the November 7, 2023 Board Meeting. There was a recommendation to appoint Victoria Blonigen to the task force as the Homeless Outreach worker for Benton County. Motion by Johnson and seconded by Gapinski to appoint Victoria Blonigen as a representative to the St. Cloud Regional Homeless Task Force as a Benton County Provider. Motion carried unanimously.

Chair Heinen adjourned the meeting at 10:33 AM.

Steven J. Heinen, Chair
Benton County Human Services Board

ATTEST:

Montgomery Headley
Benton County Administrator

DRAFT



BENTON COUNTY HUMAN SERVICES BOARD AGENDA ITEM REQUEST

Meeting Date: 1/2/24	Will Chew	Regular Agenda:	
Requesting Department: HS	Human Services	Consent Agenda:	X

Title of Requested Item As It Will Appear on Board Agenda:

Tri Cap renewal also making it a two year contract

Background Information:

We have had this contract in place for several years. It is mostly utilized for child protection cases. Tri Cap this year would like to make it a two-year contract.

The contract is on file in Benton County Human Services, but is not included in the Board packet.

Action Requested:

Renewal of the contract

Fiscal Impact:

Estimated Cost (\$):	N/A
Source of Funds:	County Fund
New or Additional Revenue (\$):	Spent \$1,851.81 2023
Cost Budgeted in Current Year? (Yes/No)	Yes

Submitted by/Approved by:	Signature	Date
Submitter/Supervisor	Will Chew	
Department Head	[Signature]	12/18/23
County Attorney	[Signature]	12/14/23
State grant contract/agreement <u>not</u> reviewed by County Attorney (grant renewal with no changes in terms and conditions)		☐
Duration:	Preferred placement on agenda:	



**BENTON COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM REQUEST**

Meeting Date:	1/2/2023	Regular Agenda:	
Requesting Department:	Human Services/Nikki Knowles	Consent Agenda:	X

Title of Requested Item As It Will Appear on Board Agenda:

Recommend approval of the 2024 Amended Respite Care Grant Contract with the Department of Human Services.

Background Information:

Benton County has been awarded an additional \$20,406 to provide respite care to children with severe emotional disturbance for 2024. This is an amended contract with DHS, extended from the previous contract.
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Action Requested:

Approval of the 2024 Amended Respite Care Grant Contract.

Fiscal Impact:

Estimated Cost (\$):	\$20,406.00
Source of Funds:	Respite Care Grant
New or Additional Revenue (\$):	\$20,406.00
Cost Budgeted in Current Year? (Yes/No)	Yes

Submitted by/Approved by:	Signature	Date
Submitter/Supervisor		12/28/23
Department Head		12/28/23
County Attorney		
State grant contract/agreement <i>not</i> reviewed by County Attorney (grant renewal with no changes in terms and conditions)		☒

Duration: 1 minute	Preferred placement on agenda: Grouped with other Human Service items
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**BENTON COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM REQUEST**

Meeting Date:	1/2/2023	Regular Agenda:	X
Requesting Department:	Human Services/Nikki Knowles	Consent Agenda:	

Title of Requested Item As It Will Appear on Board Agenda:

Update on Local Homeless Prevention Aid funding for 2023 and planning for 2024 allocation.

Background Information:

Local Homeless Prevention Aid was created by the 2021 Minnesota Legislature to help local governments ensure no child is homeless within a local jurisdiction by keeping families from losing housing and helping those experiencing homelessness find housing.
Benton County received an allocation of \$121,270 for 2023. This funding has been utilized in sustaining a family housing program with Lutheran Social Services and direct assistance to families in Benton County. (see attachment for funding allocations).
2023 allocations need to be fully spent by the end of 2024. Benton County does anticipate that funding will be fully spend by the end of the calendar year.

Action Requested:

Fiscal Impact:

Estimated Cost (\$):	None
Source of Funds:	
New or Additional Revenue (\$):	
Cost Budgeted in Current Year? (Yes/No)	

Submitted by/Approved by:	Signature	Date
Submitter/Supervisor		
Department Head		12/20/23
County Attorney		
State grant contract/agreement <u>not</u> reviewed by County Attorney (grant renewal with no changes in terms and conditions)		☒

Duration: 5 minute	Preferred placement on agenda: After Human Service Board
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Local Homeless Prevention Aid Annual County and Tribal Reporting Aid Received in 2023

Definitions

Spent: the aid amount that has been expended and therefore can no longer be used for another purpose

Committed: the aid amount that decision-making body, through official action like a motion or a resolution, has directed to be used for a specific project/program and has not yet been spent

Anticipated: the aid amount attributed to a specific project/program where planning is in-progress but has not yet been committed and has not yet been spent

* Italicized Items below are examples

County/Tribe Name	Project/Program	Impact: assessment of how each project and program impacts people who are currently experiencing homelessness or who are at risk of experiencing homelessness	Number of People Served by 2023 Aid Spent in 2023	2023 Aid Spent in 2023	2023 Aid Committed to be Spent in 2024	2023 Aid Anticipated to be Spent in 2024
Benton County	Keeping Families Together	Partnership with Lutheran Social Services to provide case management to families experiencing housing barriers	31	\$39,424	\$56,675	\$
Benton County	Rental Assistance/Damage Deposit	Pay mortgage/rental payments or damage deposits for families at risk of foreclosure, eviction or gaining housing	46	\$19,298.72	\$	\$
Benton County	Benton County Family Outreach Worker	Direct contact with families experiencing housing barriers to provide services and support	0	\$	\$	\$
Benton County	Administrative Cost	Benton County's administrative cost for grant allocation and coordination	0	\$5,872.27	\$	\$
				\$64,594.99		