

## SB 2124 Transition Team Notes – 08/06/2019

### Legal:

- Plan & Agreement templates – posted
  - Example Human Service Zone Agreement potentially ready September, example plan potentially ready for October
- Instructions & plan for technical assistance / consultation – posted

### HR:

- Update on hiring processes
  - New positions (ADRL, supervisory role, QC, Admin support)
    - Update on ADRL
    - Update on OCR / QC positions
    - Update on HR position: job description ready to go and can post within next few weeks
  - Update to be provided to all county staff towards end of August
  - On August 15 counties should have July PCLs ready to identify vacant and filled positions
- HCBS case managers
  - There are a few counties with limited caseworkers
  - Currently checking survey results against the list of case managers, going through individually to determine next steps for follow-up
  - CMS conversation last week; no red flags with FFS models and billing
- Childcare Licenser Overview hiring overview
  - 27 FTEs, and 20 people indicating 50% or more; 49 who do 1% or more time
- LTC Eligibility Overview
  - Will add to agenda for next week, with additional analysis

### Misc. discussion items:

- Workforce Safety Premium
  - Risk of host county will be weighted based on the employees they are taking on
  - Proposal: create a sub-pool of all social service employees for purposes of premium
    - Could just bill the social services for the premium
    - This would not shift any risk to the county
  - What are typical premiums? Premium for directors and social workers is ~\$160, eligibility workers is ~\$90, average is ~\$125 a year per employee – with 1,000 employees, is \$~125k
  - It should be cost-neutral, since most counties already paid for this expense out of the social services fund. This will continue to be considered a direct cost.
  - Next steps: to pursue continuing to evaluate feasibility and desirability and report back
- Questions
  - If a county employee that is transferring to a different host county, or to the state, has leave accrued in excess of what is allowed by their “new employer,” is paying out that accrued leave a valid social service budget expense for the current county?
    - Current FAQ answer: For state employees, unlimited annual leave, unlimited sick leave, and comp time balances up to 40 hours would be transferred. Employees may not have a balance of more than 240 annual leave hours on May 1 of each year. Zone employees will follow host county requirements.
    - Some counties pay for sick leave; for state, 10% of sick leave balance is paid out upon retirement

- Is there a draft zone director job description available yet: is there a projected date for its availability?
  - Zone director job description is in draft form
  - To send around to group and gather any remaining feedback

IT:

- SPACES, FRAME, etc.
  - Biggest problem is workload portability: I shouldn't have to transfer cases or use two different logins for various cases. The issue now is the access is defined by geography.
  - Next Friday meetings to discuss
- PeopleSoft structure for zones
  - Met with OMB
  - Need to define the hierarchy and what it should be; may not need to build out fully at this time
  - When is new budgeting software available? This may help. Still working on contract details.

Fiscal:

- Counties are struggling with vehicles on how to handle them
  - Concerns: If their current vehicle is at the non-host county, can the employees utilize the vehicle because they are employees of the host county? Should non-host be paying insurance and assuming risk? Could they transfer the vehicle? If transfer, how do they identify and get the indirect costs to the host?
  - Next steps: write up a question to pose to ND risk management, including asking who can be added to vehicle insurance policies for the purposes of utilization