

SB 2124 Transition Team Notes – 09/17/2019

DHS has received numerous requests to post minutes more quickly to the website.

HR Update:

- Draft Director of Zone Operations job description
 - Hope to post by Oct. 1, 2019
 - Please review and provide feedback or make suggested changes to Marcie
 - Adjust the "recruit, hire, supervise, evaluate" responsibility
 - Connects local state government to the department
- Discussions with ND Public Employees Retirement System (PERS)
 - HR met with PERS – discussions regarding the questions coming in
 - Every plan – health insurance, life insurance, retirement – is negotiated separately by each county. Each county would have different responses based on their questions.
 - Email to send out to all county staff guiding them to submit their question(s) to be reviewed by PERS or they can reach out directly to PERS. Hold off on sending this.
 - HR created a template to track these questions and responses
 - Easier if they are moving to state employment
 - How do we prioritize the volume of questions coming in for PERS?
 - Some counties feel like their only option is to go with the county with the best benefits even if that county doesn't offer a robust accounting system, etc. Address in FAQ.
 - Have each host county reach out to PERS? Have county HR reach out to other counties to collect questions and submit them.
- Inclusion of PERS reps and Helen from Williams County in future meetings (subgroup?)
- Clarification on HR policies – Zones will follow the department's HR policies
 - Practices
 - Processes
 - Effective date Jan. 1, 2019
 - Is it the whole policy manual?
 - We already follow County Policy, Admin Code, and now we have to follow SS HR policy manual.
 - Marcie will post to TEAMS for everyone to review.
 - Provide feedback on if they will work across all zones. Add to next week's agenda.
 - 1) Concrete answer 2) How we bring standardization 3) Counties were supposed to be following these all along
 - Clarification on office hours – SNAP benefit – Legal will look into this
 - What's the core policy? Could ZONE directors standardize the rest? Current effort to standardize across the state.
- Requests made to Kim Jacobson for workgroup to consider providing guidance related to:
 - Development of a summary of key duties for the interim zone director
 - Specific guidance on role of the interim zone director
 - Development of a summary detailing duties/scope for the host county auditor
 - Reminder about zone board role, transitioning and effective dates
 - Interim boards / existing boards
 - Send out talking points that are VERY clear
 - Chris will send out to county directors, commissioners, auditors
 - Social Services Boards exist until Jan. 1, 2020.
 - Interim Zone Director
 - TPR
 - Financials
- Comp issues - need to clarify further?
 - Guideline - No more than 5% over two years
 - Legislature was very clear that county raises need to align with department raises

- Don't have employees serve a probationary period when they transfer from county to state? NO
- What does make whole mean? Move to next week's agenda.
 - Look at everything – know about the others
 - Primary drivers are health, life and retirement
- Interim zone considerations –add this to the talking points
 - What is primary job?
 - FLSA status
 - Hours of work
 - Travel
 - Compensation
- Skype meetings with individual counties/potential zones – nothing prior to October 1
 - Fiscal items
 - Comp
 - Benefits
 - HR items
 - Classification transformation
 - Comp
 - Benefits
- Pending requests to fill positions
 - Grand Forks--ECCLS

Transition to State Employment Update

Potentially create a start/stop document for each employee

- HCBS – How do we communicate to the 44 individuals?
 - Letter to the 44 – formal offer letter
 - When can we do this? Division and HR will work to get this going forward
 - Full job descriptions on TEAMS
 - Division and Fiscal will meet
 - Long Term Care (LTC) will do HCBS
 - Put messaging together on the timeline and order of hiring
 - Who does the HCBS case management billing in the interim before the new system is up and running?
 - Records retention – What do we do with all of the HCBS records in each county? Some have paper, electronic, laser fiche
 - Could HCBS have their own FAQ?
- LTC
- Childcare Licensing
- Onsite Case Reviews (child welfare)

Zone Directors Monthly Meetings – Will replace County Directors Association

Fiscal Update:

- Indirect costs email
- Budgeting templates will be released at the beginning of October
- Budgets done by mid-November
- Laural will meet with each zone to help develop budgets
- Laural will send out docs to each county

Legal Update:

- Update on agreement and instructions
- Timeline document

Questions:

1. When does a county director lose their authority? Jan. 1, 2020
2. What does the Interim Zone Director have authority over?
3. Should an interim director for a proposed zone be one of the current directors? Child custody responsibility questions