

SB 2124 Transition Team Notes – 09/24/2019

Division	Agenda Items/Meeting Notes	Department Actions	County Actions
HR	<p><b>Position Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>LTC</b> <ul style="list-style-type: none"> <li>○ Post LTC supervisor by October 1</li> <li>○ Post employees after supervisor is hired</li> <li>○ Similar communication to OCR – all staff</li> </ul> </li> <li>• <b>HCBS</b> <ul style="list-style-type: none"> <li>○ Job descriptions are ready to submit to HRMS</li> <li>○ Host a skype call with all HCBS case managers, review FAQs, presentation</li> <li>○ Developing an offer letter for case managers who already work more than 75% of their time as an HCBS case manager Follow up with the 27 people who are 75%</li> </ul> </li> <li>• <b>Childcare</b> <ul style="list-style-type: none"> <li>○ Schedule a large group kick off in end of October</li> </ul> </li> <li>• <b>Onsite Case Review</b> (child welfare) <ul style="list-style-type: none"> <li>○ Posted positions tomorrow</li> <li>○ Waiting on HRMS for classifications</li> <li>○ How do we want to notify people of the open positions? <ul style="list-style-type: none"> <li>▪ Send it to all staff</li> </ul> </li> </ul> </li> <li>• <b>Zone operations</b> <ul style="list-style-type: none"> <li>○ Three positions (CFS director, Family Stability and Community Inclusion) interviews next week</li> <li>○ Executive Director of Zone Operations <ul style="list-style-type: none"> <li>▪ Grievances and constituent complaints – how will we identify these? <ul style="list-style-type: none"> <li>• Client grievance policies – Review at the next meeting</li> </ul> </li> <li>▪ Legal will review and update in Teams</li> </ul> </li> </ul> </li> </ul> <p><b>PERS Email to all County Directors</b></p> <ul style="list-style-type: none"> <li>• Added to email that Terry to send out to commissioners, directors and auditors</li> </ul> <p><b>HR policy</b></p> <ul style="list-style-type: none"> <li>• <b>Policy document is saved to the TEAMS site</b></li> <li>• HR is 95% done updating the manual</li> </ul>		

	<ul style="list-style-type: none"> <li>• Post to counties once it is finalized</li> <li>• Standard book that is the "core handbook" that counties could add anything specific to their zone <ul style="list-style-type: none"> <li>○ Finish the handbook in two weeks – then review it</li> </ul> </li> </ul> <p><b>Start/Stop/Continue document</b></p> <ul style="list-style-type: none"> <li>• Pam Anderson – ND IT Contact Create a template like this for employees that are transitioning</li> </ul>		
<b>Legal</b>	<p><b>Timeline</b></p> <ul style="list-style-type: none"> <li>• Excel doc on TEAMS laid out all of the tasks</li> <li>• Review it - what should we add/take away? Email about Zone Agreements being modified</li> </ul>		
<b>Fiscal</b>	<p><b>Budget Template Update</b></p> <ul style="list-style-type: none"> <li>• Interim directors</li> <li>• Budget finalized by mid-November</li> </ul>	Fiscal will send out budget template by 10/1/19	Zones need to complete budget template by 11/15/19
<b>Communication</b>	<p><b>Updated FAQs</b></p> <ul style="list-style-type: none"> <li>• Legal FAQ – Zone Interpretations and Plan</li> <li>• HR FAQ – Updated</li> <li>• New Child Welfare FAQ</li> <li>• IT/Admin -</li> </ul> <p>2124 Meeting Minutes</p>		
<b>County Directors</b>	<p>October 8 Directors Meeting: Transition Team Attendance</p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Talking Points</li> <li>• Structured Presentation / Conversation</li> <li>• 1 p.m.- 2:30 p.m. on Oct. 8 – HR, Fiscal, Legal, HCBS, Chris/Sara <ul style="list-style-type: none"> <li>○ Budgeting – walking through the template</li> <li>○ Zone Agreement and Plan Templates</li> <li>○ HCBS Transition</li> <li>○ Timeline</li> </ul> </li> <li>• Invite auditors to join us at 2:30 p.m. on Oct. 8</li> </ul> <p>Sunday, Oct. 6 – Meet with auditors?</p>		
<b>Other</b>	<p><b>Question - Board Compensation and Composition:</b></p> <ul style="list-style-type: none"> <li>• Can't compensate the zone board until they are active on Jan. 1, 2020</li> </ul>		

	<ul style="list-style-type: none"><li>• Zone board does not require equal sex representation</li></ul> <p><b>Question - Vehicles</b> Can county employees who become zone employees or who transfer to the state but located in a county, use a county vehicle by signing an MOU or something?</p> <ul style="list-style-type: none"><li>• County employee can use county vehicle</li><li>• State employee in a zone can use state fleet or be reimbursed</li></ul> <p><b>Question - Benefit Deductibles</b> If county employees transfer to state employment mid-year and their health/dental insurance changes, will their deductibles and yearly maximums start over with the state insurance plans?</p> <ul style="list-style-type: none"><li>• Employees need to ask PERS this question</li></ul>		
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