

Meeting Date: 10/4/2019

Attendance: Holly, Amy E, Chris, Marcie, Heather, Laural, Jon, Sara K, Michelle, Doran, Terry, Nancy, Kristen and Kim

Division	Agenda Items/Meeting Notes	Department Actions	County Actions
IT	<p>Lyndie K – working with CFS analysis to identify how zone workers would log into systems for other counties</p> <p>EA – Opinion from Michelle in EA - still waiting on federal requirements for county where the application came from</p> <p>SPACES and zone structure – Need to work with Deloitte</p> <p>High Level Workaround – A screen where county workers would log into and it would identify which screen they log into</p>	<p>Sara will follow up with Dorman and Doran to confirm what tools exist.</p>	
HR	<p>Position Updates:</p> <ul style="list-style-type: none"> • LTC <ul style="list-style-type: none"> ○ Supervisor position posted ○ Will post other positions after supervisor is hired ○ Need to send communication to staff and counties -Sara will draft ○ Only one supervisor position – applicants will be reviewed as a whole • HCBS <ul style="list-style-type: none"> ○ Job descriptions will be submitted to HRMS ○ Call hosted with all HCBS case managers, review FAQs, presentation ○ Offer letter developed and under review ○ Meetings next week with the 27 people who are 75% • Childcare <ul style="list-style-type: none"> ○ Schedule a large group kick-off in November - presentation, agenda, Q & A 	<p>Sara will draft this weekend to send out on Monday 10/7.</p> <p>Sara will set up meetings with HR & Amanda to coordinate and pick</p>	

<ul style="list-style-type: none"> • Onsite Case Review (OCR) <ul style="list-style-type: none"> ○ Positions are posted ○ Need to send communication to staff-Sara will draft • Zone operations <ul style="list-style-type: none"> ○ Three positions (CFS director, Family Stability and Community Inclusion) interviewed this week ○ Executive Director of Zone Operations <ul style="list-style-type: none"> ▪ Grievances and constituent complaints – How will we identify these? <ul style="list-style-type: none"> • Client grievance policies - HSC grievance process <p>PERS Email to all County Directors/Commissioners</p> <ul style="list-style-type: none"> • Was sent from Terry <p>HR policy</p> <ul style="list-style-type: none"> • Policy document is saved to the TEAMS site. • Transition team to review and look for obvious missing items and things to be removed. <p>Next Week Meeting with County Directors and Auditors</p> <ul style="list-style-type: none"> • Handouts? Color-coded HR document (Admin Code) could be posted online – Add link to HR FAQ • Slides <p>Agenda for 10.8.19 County Directors and Auditors Meeting</p> <p>Chris / Intro 1:15</p> <ul style="list-style-type: none"> • Keeping employees whole • What we consider a benefit <ul style="list-style-type: none"> ○ Basic guidelines around what we consider a benefit to keep whole ○ Some guiding principles on how we are keeping employees whole 	<p>the dates for a November kickoff meeting</p> <p>Sara will draft this weekend to send out on 10/7.</p> <p>Jon will review and update in Teams. Discuss next week.</p>	
--	---	--

	<p>Sara / Website / Open positions (LTC, OCR, HCBS) - Slides</p> <p>Legal / Agreement & Plan</p> <ul style="list-style-type: none"> • Address some of the issues Legal has seen • Reminder of the timelines / authority • One agreement that's somewhat right • Who are they really employed by: HOST COUNTY • Grievances policy for clients <p>HR / Auditors – Slides</p> <ul style="list-style-type: none"> • PERS Questions • Didn't budget for every vacant FTE. DHS regularly reviews positions when there is turnover. • FTE pooling concept • If they are requesting to fill a position – have they reached out to their zone and/or county partners to see if they can collaborate? • Employee grievances policy – recommended to use DHS policy – HR and Legal will work together on this <p>Fiscal / Auditors - Slides</p> <ul style="list-style-type: none"> • Payroll • Budget Template <p>“Putting it in writing” - Ensure all questions and responses in writing</p>	<p>Heather will review past minutes to ensure consistency on keeping an employee whole</p>	
Legal	<p>Zone Agreements</p> <p>2124 Excel document (any updates)</p>		
Fiscal	<p>Economic Enhancement pay - oil-impacted counties</p>		
Other	<p>Define what keeping an employee whole means</p> <p>FAQ – leave transfer (PERS to PERS – everything transfers) - Must comply with state HR policies /merit system requirements – State is providing funding</p>	<p>Update FAQs</p>	

<p>Questions: Longevity payments – State does years of service Cash in lieu of health insurance Zone names – include “Human Service Zone” with chosen zone names County QSP enrollment change when zones implemented</p>		
---	--	--