

Meeting Date: 10/22/2019

Attendees: Terry, Heather, Kim, Laural, Marcie, Sara K, Nancy, Chris, Holly, Michelle, Sara S., Kristen, Doran

Division	Agenda Items/Meeting Notes	Department Actions	County Actions
HR	<ul style="list-style-type: none"> • Update on: <ul style="list-style-type: none"> ▪ HCBS FTE transfers <ul style="list-style-type: none"> • Thursday meeting with program and HR ▪ CFS QC positions <ul style="list-style-type: none"> • Interviews scheduled; 3 completed to date; will hire up to 8 reviewers ▪ LTC positions <ul style="list-style-type: none"> • Posted. Closes Thurs. PM • LTC supervisor – reopened. People do not need to reapply if they applied for this position prior to reposting. • Zone operations position <ul style="list-style-type: none"> ▪ Zone expectations for position ▪ Define skill set ▪ Have Fiscal FTE dedicated, HR support, Transformation Mgr to support zones. Other areas for zone operations - project management focus, liaison to county commissions, mediate between zones to support function and capacity across system, create more consistency among 19 zones and provide interpretation ▪ Duties of DHS in SB 2124 discussed - development of standards, policies for general assistance and burial, supervise zone directors, support zone boards, services and budget needs, ▪ Posted for CFS Director, Director of Family Stability and Director of Community Inclusion – new ideas and new opportunities ▪ Zone operations roles – family stability and inclusion are strategic and policy roles – statewide strategy position, and separate overall operations role for all of social services – more of a junior role – dyad relationship between strategy and ops 	<p>Aging and Legal to work on QSP enrollment clarification (must re-enroll with new zone formation)</p> <p>Discuss Zone Operations Role next week during transition team</p> <p>Have to do background checks on new hires</p>	

	<ul style="list-style-type: none"> ▪ Support if a zone director retires or resigns, be able to project manage ▪ Dedication of Fiscal resource (Laurel) to transition is very appreciated. ▪ Working directly with division directors ▪ Identify the skill sets needed to address the gaps and best serve the zones/counties ▪ Childcare <ul style="list-style-type: none"> • Sara to schedule kickoff • All licensure meeting, Nov. 14, 10-3 Pioneer Room • Agenda – pilot model, results, additional challenges beyond changes in current pilot, transition plan, CPCU training • FTE – up to 27 • May have 4 regional reps move into supervisor roles – current regional reps outlining what they currently do • Process for non-selection of staff currently doing work <ul style="list-style-type: none"> ▪ Scenario – county employee doing work, but not selected for position – how do we notify the individual? ▪ May work in multiple areas – FTE ▪ Can't change terms and conditions of employment (go from FT to PT) ▪ Earmark where FTEs are; pull vacancies into a pool ▪ Zone Plans and Zone Directors have opportunity to determine how to manage positions and workload and individuals in transition ▪ We are not eliminating FTE • HR policy review--any areas of concern <ul style="list-style-type: none"> ▪ Saved to TEAMS site 2 weeks ago. ▪ Review before the next meeting – identify areas for greater alignment/consistency 		
--	--	--	--

	<ul style="list-style-type: none"> ▪ Still hearing questions about storm closures – local decision aligning with other local government agencies and schools and road closures, dress code, etc. • Questions received <ul style="list-style-type: none"> ▪ Refer to PERS if appropriate ▪ Are in FAQs ▪ HCBS FAQs – Nancy to send to Heather 		
Legal			
Fiscal	<p>New budget Requests</p> <ul style="list-style-type: none"> • Counties need to submit CY2020 budget template by November 22. <ul style="list-style-type: none"> ○ CY 2020 zone requests for both standard and specialty items should be requested in the budget template and not submitted on an individual basis. • HCBS “county-funded” case management and supervision, counties should utilize existing resources and/or partner amongst zones. If additional FTE is required county must seek prior approval to do so. <p>Update Budget Template</p> <ul style="list-style-type: none"> • Revision sent – corrects minor formula error • Simplified raise calculation within template 		
Other	<p>IT Update</p> <ul style="list-style-type: none"> • Met last week on SPACES options – work with Deloitte – R3 roll-out June 2020 • Looked at LTC and remaining eligibility – front-facing screening, log-in and pick county to work case for – TECS and Vision – making simple, limited changes – provide a worker ID for LTC workers – remember county ID behind the scene • FRAME – will put out timeline and template for Jen Grabar – avoid 1-off requests • Workload portability – identify which employees need access to which counties <p>ECS Transition Planning Meeting</p> <ul style="list-style-type: none"> • Don’t want counties to submit own IT requests – some requests may have been fulfilled already • LTC eligibility goal – Jan. 1, 2020 <ul style="list-style-type: none"> ○ HCBS CM access to the specialized eligibility unit • Notices/notifications discussed – analysis under way • Phone and Software alignment to O365 – NDIT and DHS planning alignment 	<p>Send communication to counties – we are working on functionality; exception is FRAME</p>	