

**Meeting Date:** 10/29/2019

Attendees: Marcie, Nancy, Heather, Terry, Sara, Laural, Michelle, Kim, Holly, Sara S., Jamie, Kristen

Division	Agenda Items/Meeting Notes	Department Actions	County Actions
HR	<p>Update on:</p> <p>HCBS</p> <ul style="list-style-type: none"> <li>• Offer letters have been sent out to the HCBS Case Managers. 42 accepted so far. HR communicating with staff on background check process, benefit questions etc.</li> <li>• Some HCBS staff have outstanding questions regarding their specific benefit package and were not comfortable responding to the offer letter until their questions were answered. HR is researching specific answers and will get back to those staff individually. Most of the questions relate to FAQ #11 on retirement benefits.</li> <li>• Fiscal has reached out to the County Auditors to get information about the benefit package in each County. DHS is also still waiting for a response from PERS on some outstanding items</li> </ul> <p>Long-Term Care Pilot</p> <ul style="list-style-type: none"> <li>• Supervisor position closed last week, and interviews are scheduled next week. Other LTC team member openings will posted after supervisory position is filled.</li> </ul> <p>Onsite Case Reviews (OCR) Pilot</p> <ul style="list-style-type: none"> <li>• Currently interviewing for child welfare Quality Control unit. Hope to start making offers by the end of this week. This team will complete federal OCR duties as well as other quality control efforts.</li> </ul> <p>Early Childhood Services Pilot</p> <ul style="list-style-type: none"> <li>• Meeting set up on 14<sup>th</sup> with Amanda Carlson (ECS Administrator) and HR to plan for the onboarding process for an ECS licensing team.</li> </ul> <p>Zone Operations position</p> <ul style="list-style-type: none"> <li>• DHS has been recruiting for family stability and community inclusion directors. We hope to make an announcement soon.</li> <li>• Program and policy is not where service delivery happens; it's where the funding comes from and sets policy and regulations. We weren't</li> </ul>		

	<p>doing strategy in that role. Then there are operations decisions where services are being provided. Operations is about customer service, efficiency, effectiveness, and meeting community need. Practical application. Goal: healthy tension between the policy and operations to drive best system. We may need to be more flexible with policy to meet the needs of clients and to improve communications.</p> <ul style="list-style-type: none"> <li>• There is a need for DHS as a whole to have organizational linkage. Plan to hire a Chief Operations Officer (COO). To link both policy and operations. In the process of building out the job description – duties will both agency wide and social service redesign duties. Actionable business strategies and plans to meet with long-term objections and vision will be key to this position.</li> <li>• Goal: To post and fill COO ASAP and shortly thereafter post Zone Operations position.</li> </ul> <p>HR Policy review</p> <ul style="list-style-type: none"> <li>• DHS HR manual has been reviewed for potential use with DHS and zones. Based on initial review, it is workable for core policies but will require revision. There will need to be allowance for flexibility for zones to incorporate an addendum for local policies and procedures for non-core items.</li> <li>• HR, Michelle, Holly and Kim agreed to form a work group to work on this. HR will initiate.</li> </ul>	HR to initiate workgroup meeting	
<b>Legal</b>	<p>Legal provided an update of counties that have submitted a zone agreement thus far. A listing of the names of the individual appointed interim zone directors was also provided. Terry provided a summary via email.</p>		
<b>Fiscal</b>	<p>Process for Board/Commission Action/Feedback on 2020 Budgets</p> <ul style="list-style-type: none"> <li>• How handle 2020 budget? Roles. Timeline. Request for guidance on steps to follow. It is the host county's budget and host county commission is the only board with authority for the 2020 budget. Guidance is needed to ensure understanding and process.</li> <li>• Host county commissions may have to schedule an extra meeting between Dec. 17 and end of year to review and approve the zonal budget, if they can't act on it at a regularly scheduled meeting.</li> </ul>	<p>Add process to FAQ and send out a notice.</p> <p>Can review at county directors meetings on Wed. afternoon.</p> <p>NDACo to create email distribution lists for each zone with county directors and host county auditor</p>	

	<ul style="list-style-type: none"> <li>Public hearing is not a requirement – would be treated as a budget amendment and can handle as a regular meeting if the host county commission so opted.</li> </ul>		
<p><b>Other</b></p>	<p>IT: Are there any issues with State employee (HCBS, LTC, CC licensing) access to the state network through local offices which have their own county server.</p> <ul style="list-style-type: none"> <li>Legal is reviewing confidentiality</li> <li>Williams Co. question – can state employees’ tech support be managed by county IT?</li> </ul> <p>Discussion regarding timing of child care pilot update on Nov. 14 and Nov. 14 county directors meeting and county directors that may want to attend both. Kristen Hasbargen will reach out to gauge interest and plan flexibility into the county directors meeting agenda.</p> <p>HCBS: Request for guidance on HCBS case management files vs. local agency files storage, retention, responsibility, etc. (historic and current)</p> <ul style="list-style-type: none"> <li>Legal is reviewing this and will follow up.</li> <li>Future transition from SAMS to Therap</li> </ul> <p>How many cases will be HCBS? What about those reimbursed by VA? Will those be considered county-funded? Case managers going to state won’t case manage those too. Do counties need someone to case management them? Aging and Kristen will discuss.</p> <p>HR QUESTION - Feedback from SE/SC Board Member Meeting –</p> <ul style="list-style-type: none"> <li>Have to wait until January to make an offer. Can post positions, do interviews and work through hiring processes for zone directors. However offer can’t be made until zone board legally exists on Jan. 1.</li> <li>See document</li> <li>Zone board training – virtual or regional?</li> <li>Who supports zone boards and how do they co-supervise a zone director along with the department?</li> <li>More clarity on items they need approval for to purchase in 2019, etc has been requested</li> <li>Clarification on board compensation - per diem rate to follow in Cass County</li> </ul>	<p>Kristen Hasbargen to follow-up</p> <p>HR to review with Legal</p>	

	<ul style="list-style-type: none"><li>• QUESTION - How will cost savings and efficiencies be measured and shared with lawmakers?</li><li>• Communication consistency with directors, auditors and states attorneys was requested</li></ul>		
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