

**SB 2124 Meeting Date:** 12/10/2019

Record of discussion

**Attendees:** Nancy, Michelle M, Jon, Kim, Jamie, Laural, Sara, Heather, Marcie, Sara K., Doran, and guest Randy operations consultant

Division	Agenda Items/Meeting Notes	Department Actions
<p style="text-align: center;"><b>HR</b></p>	<p>HCBS Orientation</p> <ul style="list-style-type: none"> <li>• Friday. Complete checklist and benefit sign-up.</li> <li>• Thursday – supervisor interviews scheduled – 9 positions and 20 applicants</li> </ul> <p>LTC Posting</p> <ul style="list-style-type: none"> <li>• Competitive – supervisor hired</li> <li>• Remaining positions posted and close 12/16/19</li> <li>• Requirement – have county eligibility experience – existing county employee</li> <li>• EW positions open in zones – could fill as eligibility technicians</li> <li>• Q – What happens if a current employee’s salary is higher than posted range? A – Employee hired will be paid their current rate if it is within the classification range.</li> <li>• Q – If offered position and decline, will it be considered a voluntary resignation? A – Yes. Employee could opt to apply for an open position within the zone if there are any approved openings and would meet minimum qualifications.</li> <li>• Q – If EW II applies and is offered an EW I position, what happens to their salary? A - Salary would transfer and employee won’t get a decrease in pay unless the salary exceeds the salary range of the EW I position.</li> </ul> <p>QC Team</p> <ul style="list-style-type: none"> <li>• Reviewer positions filled.</li> <li>• Admin position being interviewed.</li> <li>• 7 will start before Jan. 1; there are 3 others.</li> </ul> <p>Childcare Letters</p> <ul style="list-style-type: none"> <li>• Waiting for HRMS to confirm classification (HSPA 1 for child care licensors)</li> <li>• Licensing decisions to be made at the lowest level/closest to provider</li> <li>• Reviewing regional needs and FTE</li> <li>• Offers based on percentages of FTE</li> </ul> <p>Hiring Process – Point of Contact</p> <ul style="list-style-type: none"> <li>• Reminder in Weekly Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Sara to set up a Calendly link for group interviews</li> </ul>

	<ul style="list-style-type: none"> <li>• Missing 4 POC</li> <li>• Interview team to be finalized – Jon, Sara, Marcie, Amy and Laural - can provide schedules to counties</li> <li>• Could have individuals assigned to zones</li> <li>• HR to provide guidance/full kit for hiring – checklist, etc.</li> <li>• Handle in order received after 1/1/20</li> </ul> <p>Director of Zone Operations</p> <ul style="list-style-type: none"> <li>• Ready to post. Waiting for HRMS to classify.</li> <li>• Posting for 7 calendar days</li> </ul> <p>Contact with ND United</p> <ul style="list-style-type: none"> <li>• HR updated their reps and answered their questions</li> </ul> <p>CFS Regional Reps</p> <ul style="list-style-type: none"> <li>• Several open positions; redesign is pending</li> <li>• Working on the structure – will transition from HSCs</li> </ul>	
<b>Legal</b>	<ul style="list-style-type: none"> <li>• Finalizing Agreements</li> <li>• Final Mountrail and McKenzie agreements have not been received</li> <li>• Letter of approval 1/1/20</li> <li>• Budget 12/16/19</li> <li>• Have to notify of formula payment amount <ul style="list-style-type: none"> <li>○ County auditors and interim zone directors to receive information</li> </ul> </li> <li>• POC varies</li> <li>• Interim zone directors to notify commissioners</li> <li>• List of interim directors and host counties is on TEAMS</li> <li>• Weekly newsletter will include reminder (goes to auditors and zone directors)</li> <li>• Aging to start communicating with the zones</li> <li>• List will be sent to IT for related system work - zone names and counties</li> </ul>	
<b>Fiscal</b>	<p>Budget Update</p> <ul style="list-style-type: none"> <li>• Some counties may need to have special meetings on budget for spending authority</li> <li>• Will put reminder in weekly newsletter</li> <li>• Providing a formula payment based on average spend – DHS has the ability to adjust in June</li> <li>• 10 of 19 budgets reviewed in total</li> <li>• Letters will go out tonight from Fiscal</li> </ul>	

	<ul style="list-style-type: none"> <li>• All positions have been reviewed</li> </ul> <p>Q - Funding for specific travel costs (I.e. SPACES training, CFS task force, director meeting)</p> <ul style="list-style-type: none"> <li>• Can transition funds for task force – travel is fully funded by DHS now – retain federal match</li> </ul>	
<p><b>Other</b></p>	<p>Zone Planning Workshops</p> <ul style="list-style-type: none"> <li>• June 1, 2020: zone plan must be submitted</li> <li>• Plan to do traveling workshops to zones between Jan. and June to help zones put plans together on how to structure</li> </ul> <p>Zone Board Orientation - receiving requests</p> <ul style="list-style-type: none"> <li>• Regional? Webcast/recorded?</li> <li>• Forward ideas to Sara</li> </ul> <p>System access for county-administered HCBS</p> <p>New CM tools access</p> <ul style="list-style-type: none"> <li>• Locally administered programs may have different documentation requirements- should there be consistency?</li> <li>• Template outlining how things are structure (mapping format)</li> <li>• Private pay – track revenue</li> <li>• Veterans services reimbursement from VA</li> </ul> <p>Minimum # of staff for access points</p> <ul style="list-style-type: none"> <li>• Need to assess adequate staffing and service for access points</li> <li>• Need to maintain access points</li> <li>• Look at on a case-by-case basis</li> </ul> <p>Service county reports for EA</p> <ul style="list-style-type: none"> <li>• Will run reports by county and service area/zone</li> <li>• Will build capability into all systems in the future</li> <li>• Important for trend analysis and decision making</li> </ul> <p>Interviews - For applicants for state positions, employees do not need to take annual leave if travel to Bismarck for interview.</p> <p>Security instructions for EA (IT + physical)</p> <ul style="list-style-type: none"> <li>• Team members transitioning from county to state will keep existing nd.gov account. Primary log-in will be nd.gov and will map back to county programs</li> <li>• IT asset transfer question - 124 computers for transferring employees – monthly fee for access and technical support – DHS will determine what will be replaced</li> </ul>	<p>Send zone board orientation ideas to Sara</p> <p>Offline group to review system access for county administered HCBS – Sara connect with Nancy – Add Doran – SAMS/Harmony</p> <p>Sara will discuss physical security with policy – finalize IT next steps – checklist</p>

	<ul style="list-style-type: none"><li>• Sheet for local IT to know what to do at transition time – what is expected. Checklist – security, building access, EA IRS policy compliance</li></ul> <p>Local Drives</p> <ul style="list-style-type: none"><li>• ND IT will connect with NRG</li><li>• ID mapping and access</li></ul> <p>Vehicles</p> <ul style="list-style-type: none"><li>• Transfer to zone by 1/1/20; need to get employees insured</li></ul> <p>2020 Communications</p> <ul style="list-style-type: none"><li>• Guidance is fragmented – team is repeating core messages</li><li>• Ideas for centralizing messaging and expectations discussed</li></ul>	
--	--	--