

SB 2124 Meeting Date: December 17, 2019

Attendees: Nancy, Michelle, Terry, Marcie, Amy, Sara K., Sara S., Laural, Jonathan, Doran, and Heather

Division	Agenda Items/Meeting Notes	Department Actions
<p style="text-align: center;">HR</p>	<p>Early Childhood Licensors</p> <ul style="list-style-type: none"> • Licensors offers made. 17 total and 16 accepted • CFS is identifying an orientation with HR – Jan. 8, 2020 is possible date • CFS will post a supervisor position for licensors • Individuals who have accepted could apply for the supervisor positions <p>HCBS</p> <ul style="list-style-type: none"> • Orientation went well, but paper work completion took time. • People were concerned about what they have currently through NDPERS • HCBS CM supervisors will be offered tomorrow <p>LTC Eligibility</p> <ul style="list-style-type: none"> • Posting extended – closes later this week • Concern about salaries and if they are lower. <p>Zone Operations Director position</p> <ul style="list-style-type: none"> • Position posted. • Will share via email and can add to weekly update <p>Human Service Zone Directors</p> <ul style="list-style-type: none"> • HR has drafted initial communication about initial hiring processes and will send it later today to identified HR points of contacts in the counties. 	
<p style="text-align: center;">Legal</p>	<ul style="list-style-type: none"> • Zone agreements received, and DHS will be in communication with the counties. • Question – will agreements be stored in TEAMS? <ul style="list-style-type: none"> ○ Agreements will be in TEAMS initially and will transition to SharePoint as document management project moves forward. Jonathan is working with DHS records retention lead. • Jon emailed DHS divisions about Admin Rule changes that need to be made to align with SB 2124. • Question – Some counties are asking about deputy directors. When is that addressed? <ul style="list-style-type: none"> ○ DHS would have to approve. There is no existing role in zones for deputy or assistant director. 	

<p>Fiscal</p>	<p>Budgets</p> <ul style="list-style-type: none"> • Q - Budget is being over expended. What does a zone do? <ul style="list-style-type: none"> ○ Zone Director would review with DHS and request approval from DHS • Q - Do they need approval to move dollars between budget lines? <ul style="list-style-type: none"> ○ Can manage within their budget. • Increases in salaries, do zones need approval after Jan. 1, 2020? <ul style="list-style-type: none"> ○ Yes, NDCC 11-23-01 requires the Zone Director to work with DHS to achieve equitable compensation and salary increases. <p>Year End Communications</p> <ul style="list-style-type: none"> • To include information on prepaying expenses, fund transfers, random moment time studies quarterly and SFN 119, holding back funds for the last salary payment, temporary increases to be done as fringe benefit, etc. 	
<p>HCBS</p>	<p>HCBS Update</p>	
<p>IT</p>	<p>Cost for computers</p> <ul style="list-style-type: none"> • Will charge for desktop support • Will charge for O365 licensing fee • Checking on waiving technology fee this biennium • Will try to move everyone to state standard desktop • Phones are an indirect cost and some counties are rolling their phones into the host county • TECS and VISION and people who work across zones • FRAME will track zone and county for reporting 	
<p>Other</p>	<p>Meeting minute review</p> <ul style="list-style-type: none"> • Communication/guidance about gifts is being reviewed by the Association of Counties. <p>Liability/Utilization – fleet cars vs. personal cars</p> <ul style="list-style-type: none"> • Nancy has been in contact with DHS Risk Manager about HCBS staff who will no longer have access to county cars. Nancy will send communication to HCBS team. <ul style="list-style-type: none"> ○ Employee’s insurance is primary for their own vehicle • Q – Is vehicle mileage taxed? No • Q – Should people disclose the boards they are on? Some have possible conflict of interest and outside employment? Yes • Q – Culture – instilling team cohesiveness among remote workers. 	<p>Add to HR FAQ.</p>

	<ul style="list-style-type: none"> • Q – Do cell phones transfer to state? Are they considered assets? • Q – Should vehicle titles be transferred? How will insurance be handled? <ul style="list-style-type: none"> ○ Should transfer to host county if vehicle bought with social service funds. Will add to FAQ. <p>Provider Enrollment in MMIS Are doing this for HCBS</p> <p>NDIRF has an email on insurance they plan to send out.</p>	<p>Laural to add to Fiscal FAQ</p> <p>Sara will talk to Caprice and Dawn</p>
--	--	--