

SB 2124 Meeting Date:12/3/19

Attendees: Kristen, Kim, Michelle, Jon, Amy, Nancy, Marcie, Sara K, Laural, Terry

Division	Agenda Items/Meeting Notes	Department Actions	County Actions
<p style="text-align: center;">HR</p>	<ol style="list-style-type: none"> 1. Correspondence to HR and some transition team members 2. Concern in some places that after Jan 1 people are going to reach out to other counties for services. <ul style="list-style-type: none"> ○ How does/should the county handle this? ○ How many cases are they expecting? 3. This is a big unknown. This could happen anywhere. <ul style="list-style-type: none"> ○ Try to keep track of volume coming in and out in order to support additional staff. ○ Determine what data to be utilizing for staffing. 4. Positions <ul style="list-style-type: none"> ○ Posted for HCBS supervisors closes on 12/4/19 ○ LTC supervisor has accepted ○ LTC positions just received job descriptions and will be posted as soon as classifications are ready ○ CFS quality control - all hired except for one reviewer and admin staff ○ Early Childhood Services Licensors <ul style="list-style-type: none"> ▪ Still pending names to send out round one of offers 5. Additional increase - Can it be a fringe benefit versus a temporary increase in pay? NDPERS suggested we place it as a fringe benefit. 		
<p style="text-align: center;">Legal</p>	<ol style="list-style-type: none"> 1. Zone Plans – details needed for Section 4; common policies – HR grievance/discipline, general assistance, indigent burials and content recommendations 2. Update on Zone Agreements <ul style="list-style-type: none"> ● Waiting on two counties hoping to get them soon. 3. Current contracts of county social services and now zones 	<ol style="list-style-type: none"> 1. Jon will look at standardizing. 	

	<ul style="list-style-type: none"> • MOUs are favorable in areas of special agreement; however, zone still needs to ensure economic assistance programs have open borders for clients. • Contracts - amendments will need to be done to update to the zone names and interim zone directors should sign on these contracts. 		
Fiscal	<ol style="list-style-type: none"> 1. Office material and supplies for transitioning team members. <ul style="list-style-type: none"> • Transitioning employees are zone team members. Office materials and supplies should be made available to the employees at the zone. 2. Receiving gifts <ul style="list-style-type: none"> • State auditors suggested to set up a separate fund. • Currently there is not clear authority for the zone to receive gifts. County has authority. • May need to possibly have a change to law since it currently identifies counties, but not zone. • Guidance will be issued by NDACo 3. Longevity <ul style="list-style-type: none"> • Has supporting policy but the rate is not in policy or the rate is different from policy, but county has historical data to support the rate requesting. 4. Budgets 5. Indirect Costs 		
Other	<ol style="list-style-type: none"> 1. IT – EA notices and zone contact; security forms – zone coverage; <ul style="list-style-type: none"> • There have been two meetings with NDIT. IT and the department are working through it. • Did re-invite IT to the meeting to increase engagement. 2. HCBS communication to clients: 	Nancy to send out direction regarding file access for HCBS.	

	<ul style="list-style-type: none">• Working on a communication for the consumers• Locally-administered HCBS communication is to be done by the zone <p>3. If a board member wants to get off the board and a new one wants to get on, what does the county do?</p> <ul style="list-style-type: none">• Need to send an email to Jon Alm <p>4. When the bills come in after Jan. 1, 2020, who signs off on this?</p> <ul style="list-style-type: none">• Zonal Board will sign off.		