

**Three Rivers Human Service Zone Board
Meeting Agenda
Three Rivers Human Service Zone 1st Floor Conference Room
Mandan Office
210 2nd Ave. NW Mandan
10:00 AM – July 15, 2021**

Meeting Call to Order:

- The meeting was called to order by Vice Chairman Edgar Olivera.

Roll Call:

Mandan: Edgar Olivera, Heidi Peltz, Rosemary Lawson
Carson: John Reinhardt, Charlie Steinkuehler
Fort Yates: Ken Snider

Staff: Brenda Peterson, Vince Gillette, Jenny Wetsch, Jodie Leier, Brianna Verkaik

Approval of Agenda

- Moved by Heidi seconded by John R to approve the agenda as presented. Motion carried.

Approval of Minutes from June 17, 2021

- Moved by Ken seconded by Rosemary to approve the minutes from June 17, 2021. Motion carried.

Review and Approval of July 2021 Bills:

- Edgar reviewed the bills prior to the meeting.
- Bill for 9,240.00 approved. There was no other choice of placement for a foster child until they were able to go to DGBR.
- Moved by Charlie seconded by Heidi to approve the July 2021 bills.
- With a roll call vote, the bills were approved.

| Name | Roll Call | Bills Approved |
|----------------------|-----------|----------------|
| Jackie Buckley | A | |
| Edgar Olivera | P | Yes |
| Rosemary Lawson | P | Yes |
| Heidi Peltz | P | Yes |
| John Reinhardt | P | Yes |
| Charlie Steinkuehler | P | Yes |
| Ken Snider | P | Yes |
| John Pretty Bear | A | |
| Dennis Meier | A | |

Budget Review

- Edgar stated that this should be presented by Dennis. With him being absent, we will hold until the next meeting. Jodie advised that the budget is within line per review with Dennis. Next month will be higher due to 3 pay periods.

- As of July 15, 2021 the zone is roughly 4.5% under budget.
- Overall the zone has used 43% of the overall budget for 2021.

Zone Program Stats

Fort Yates Office

Vince Gillette – Tribal Liaison

- Standing Rock Sioux Tribe employee’s have gone back to their offices as of July 6th. The offices are not open to public and they are not open on Fridays.
- Vince did 6 face to face visits and has an additional 7 scheduled for July. Burleigh county and the Tribe have foster children at the same foster home, so he does the visits for all the children one month and BCHSZ does the visits the next month.
- Standing Rock Child Protection Services has approximately 50 IV E visits that Vince is arranging for and about that many 638 kids that they are trying to do or arrange visits for. This is very hard to get accomplished and even harder to track so they don’t go to the same foster home twice in one month. Other zones have stepped up and are helping Standing Rock cover visits.
- Vince spends a lot of time helping individual case managers work through cases. This month it has been a foster child(ren) placed from SD into a ND foster home in Benson County. There is a procedure that is supposed to be followed, but it wasn’t. This is a process you can do after the placement, but it is harder. This has affected the child(ren)’s Medicaid as the child(ren) are on SD Medicaid. Vince has been like an interpreter for this worker because they don’t understand what the state is asking of them.
- Vince has been helping other tribes with similar issues due to them not having supervisors or resources. New director Melissa, Dennis and Vince meet once a month. Melissa has told her workers to utilize Vince for help.
- Reimbursement requests were submitted and accepted by the June 25th deadline. The tribe will receive \$189,000 minus 8,000 that was owed due to FC overpayments. \$181,000 in reimbursements will be received.
- The new FMAP agreement was received for July, 2021 biennium in the amount of \$206,909.00. They will have until June 30th, 2023 to claim the reimbursements. This agreement needs to be signed by the Tribal Chairperson. There was some delay signing the last one which caused some billing issues.

Brenda Peterson

TANF: 165

SNAP Only: 48

SNAP/HCC: 375

SNAP/HCC/CCAP: 1

Basic Care: 0

HCC Only: 652

CCAP Only: 1

HCC/CCAP: 0

Total New Applications: 91

SNAP Applications: 25

Medicaid Applications: 16

SNAP Reviews: 72

HCC Reviews: 155

TANF: Stark: 18 Morton: 35 Fort Yates: 105
 Hettinger: 2 Golden Valley/Billings: 4 Bowman: 1
 Adams: 0

CCA Apps: 0
TANF Monthly Reviews: 5

- Workload increased due to the Fort Yates office taking all TANF cases.
- The office is using interpretive services and working through learning the program.
- The Mandan office is helping the Fort Yates office by taking passive reviews for Medicaid cases.
- There is a plan to have the Mandan office take over all Medicaid only cases.
- A new worker is in training and should be ready to work full time by the end of July.
- The plan is for the Mandan office to take over all SNAP for Fort Yates as well.

Carson Office

Brenda Peterson

| | |
|------------------|---------------|
| SNAP Only: 11 | HCC Only: 110 |
| SNAP/HCC: 72 | CCAP Only: 1 |
| SNAP/HCC/CCAP: 2 | HCC/CCAP: 0 |
| Basic Care: 0 | |

Total New Applications: 11
SNAP Applications: 8
Medicaid Applications: 3
SNAP Reviews: 6
HCC Reviews: 18

Mandan Office

Brenda Peterson

| | |
|-------------------|----------------|
| SNAP Only: 74 | HCC Only: 1726 |
| SNAP/HCC: 842 | CCAP Only: 9 |
| SNAP/HCC/CCAP: 48 | HCC/CCAP: 42 |
| Basic Care: 12 | |

Total New Applications: 202
SNAP Applications: 96
Medicaid Applications: 101
Child Care Applications: 5
GA Burial Applications: 0
SNAP Reviews: 119
HCC Reviews: 403
Child Care Reviews: 6

Brenda Peterson

- The process management is helping keep the flow by utilizing intake workers to do interviews and processors processing the cases.
- Working toward all 3 offices being on one call center. Currently Carson and Mandan are on one call center.
 - 3rd person will be added to this to have Melodie focus on eligibility.
- Heidi noted that our call tree is difficult to call into and speak to someone. Brenda advised a shorter call tree has been recorded and will be implemented when the full call center goes into effect.
- The eligibility redesign is scheduled to roll out March 2022. Our region will reach from Burleigh to the Montana border and Mclean to the South Dakota Border.
- The redesign will have a new call center system.
- Centralized mail through the state
 - There is concern over timeliness of receiving mail.
- Carson and Mandan are on the same process management.
- Fort Yates is on its own still due to different processing on the types of cases.
- Work requirements come back in August. Expecting this to cause a decrease in TANF cases.
- TANF doubled when work requirements were waived.
- Brenda, Jennifer and Mandy travel to Carson and Fort Yates weekly to ensure support through the zone.
- GA burial policy is changing but put on hold due to an increase in price vs amount allotted for budgets.

Foster Care/In Home/FP Licensing

Natalie Anderson

Cases: 96

Foster Care: 67

PATH: 23

PRTF: 7

Relative Care: 37

In-Home Cases: 29

- June opened 8, closed 0
- Went from 89 to 96
- Case load per worker is still high
- Foster home report:
 - Foster homes: 31; 2 homes relicensing, 9 homes in process to get licensed, 3 new inquires to foster, 4 homes did not relicense due to being licensed only for a specific child or other circumstances
- Becka is still not assisting Dakota Central with relicensing due to case load being too high. Unsure if this can go back. Review for this change in approximately 6 weeks.
- Safety framework has shown an increase for in home referrals from CPS.
- Increasing population on the western side of Morton with children of higher needs. This has shown an increase in cases.
- Expecting more cases when school starts since children will be attending in person again.

Child Protection

Jenny Wetsch

Total Cases: 77
Full Assessments: 41
Administratively Assessed: 28
Administrative Referrals: 8
Assessment Terminated in Progress: 13
Grant and Sioux: 0
Alternative Response: 0
Child Sexual Behavior: 1
Prenatal Exposure: 2
Request for courtesy interviews: 0

- Cases have been lower
 - This is typical in the Summer
- Kim and Meaghan have been able to bring down their caseloads.
- Turn over on cases have been better.
- Expecting busier fall as normal.

Parent Aide:

- Kim – 11
 - Full time should be about 10
- Ramona – 8
 - Part time should be about 5

- Ramona submitted resignation. She will be here through July.
- Dennis got the approval to replace but continue part time.
- Hoping to have reevaluate with the State HR to have a 2nd full time parent aide.
- Intention is to have this position filled before school starts.
- New intake process is still short staffed and are asking zones to help.
- Turn around on workers on intake is high resulting in cps workers complete extra step that should be done before they receive the case.
- Staff is frustrated, they want it back to the zones due to lack of completion. This is not expected to go back to the zones.
- Intake is now only taking reports. All other calls for our zone are referred to Jenny.

Other:

Adjourn:

- Moved by Charlie seconded by Heidi to adjourn the meeting. Motion carried.

Next Meeting: August 19, 2021 – 10 AM, Mandan

Respectfully Submitted,

Brianna Verkaik
Three Rivers Human Service Zone Office Assistant III