

**Three Rivers Human Service Zone Board Meeting Agenda**  
**Three Rivers Human Service Zone 1<sup>st</sup> Floor Conference Room Mandan Office**  
**10:00 AM - October 15, 2020**

**Meeting Call to Order: Chairman Dennis Meier**

**Roll Call:**

**Morton County Representatives:           Rosemary Lawson, Jackie Buckley, Edgar Oliveira**

**Grant County Representatives:           Myles Stoller, Charlie Steinkuehler**

**Sioux County Representatives:           Ken Snider, John Pretty Bear**

**Staff Attending: Brenda Peterson, Jenny Wetsch, Brenda McAllister, Jodi Leier, Jessica Beck**

**Other Attendees – Amber Schriock (NRG)**

**Approval of Agenda:**

- **Moved by Charlie seconded by Ken to approve the agenda as presented. Motion carried.**

**Approval of Minutes from September 17, 2020**

- **Moved by Rosemary seconded by Edgar to approve the September 2020 minutes. Motion carried.**

**Review and Approval of October 2020 Bills**

- **Moved by Charlie seconded by Myles to approve the October 2020 bills. Motion carried by roll call vote with all voting aye. See voting tally at the bottom of the minutes.**

**Budget Review**

- **As of October, the Three Rivers HR Zone is 4% under budget.**
- **Discussion was held on the terminal cost and office materials being over budget. The terminal cost is over because of paying for the VPN costs for those workers working from home.**

**Zone Program Stats**

**Vince**

- **Vince is currently working from home**
- **The Fort Yates office remains closed. Clients are being served via phone. Clients can stop by the office to pick up materials at the office entrance.**

**Brenda McAllister**

- **98 open TANF. CCAP – 2 open and 1 pending, SNAP – 487 open and 9 pending, HCC – 1002 open and 5 pending**
- **MA TECS – 68, QS TECCS – 48, MA VISION - 127**
- **In the process of converting medical cases to SPACES**
- **Clients are getting used to the new normal**

- Sioux County is now in the Red Zone
- All are wearing masks
- Trying to have a safe environment, doing cleaning, sanitizer and PPE are provided
- QIR Report
  - Numbers look good
  - Quality Control 100%
  - No concerns regarding errors
  - Staff would benefit from more training
  - A few dollar amount errors
  - There were no errors that would lead to fiscal sanctions against the Zone or state

**Jessica Beck**

- TANF-1, SNAP-78, ACA-138, MA TECS-44, MA VISION-18, QS-36, CCAP-9, IV-E Cases- 48 + 11 pending
- Has been helping with Sioux County cases
- 78 LIHEAP cases so far this month

**Brenda Peterson**

- Increase in SNAP cases
- 249 new applications last month
- 214 cases as of October 12, 2020
- Have received ¼ of the total LIHEAP applications as of Oct. 15, 2020
- MDU recently sent out shut off notices to many of the LIHEAP cases
- Medicaid case load reviews – the deadline has been extended until Jan. 31, 2021; those cases cannot be closed. Reviews will need to be done
- We are processing TANF cases for the Roughrider Zone because of their increase in case load
- The listing of Health Care Coverage Eligibility Cases should be received the week of Oct. 19<sup>th</sup> Listing should be about the same as 2019

**Child Protection Reports for September**

- 87 total reports
  - 38 Administratively Assessed, 8 Administrative Referrals, 4 Assessment Terminated in Progress
- 960 reports of abuse – includes physical, sexual – 15
- 960 reports of neglect includes educational, psychological – 70
- No courtesy interviews
- Workers are attending virtual trainings to get ready for design roll out in December
- Working on practices cases weekly to stay up to speed on new program
- Learning how to decrease case load time

**Foster Care/ In-Home/FP Licensing**

**Jenny Wetsch reported for Natalie Anderson**

- Case load Total – 89
  - 62 Foster care

- 34 Children in foster homes/PATH
- 7 Children in Group Care/PRTF
- 21 Children in Relative Care
- New worker in Carson and Fort Yates
- Job shadowing in the 2 counties

#### Office 365 Update – Amber Schriock – NRG

- No new Changes in Office 365
- File structure still needs to be set up
- Amber will report back to us in November
- Working on MFA and VPN for workers

#### Emergency Temp Request (Support Unit)

- Ashton Holzer has 191 hours left
- Mary Graner’s Emergency Temp hours have come to an end.
- Moved by Edgar seconded by John to approve the continuation of the emergency temp request for Ashton Holzer. Motion carried by all voting aye in a roll call vote. See voting tally at the bottom of the minutes.

#### Zone Plan Update

- The Zone Plan needs to be sent into the department on or before December 1.
- This plan needs a motion for approval by the three county commissions who make up the zone.
- Board members were asked to be part of the October 27<sup>th</sup> Teams meeting with the NDDHS discuss their feedback regarding the Draft TRHSZ Plan. Edgar, John, Rosemary, Dennis, Ken and Myles will participate.
- Dennis will advertise the meeting since there will probably be a quorum of board members present.

#### HR Zone Policy Addendums

- Dennis is working collaboratively with Wendy Bent, Morton County Human Resource Director, on addendums that appropriately reflect the unique differences between the Draft Zone Policy and the Morton County Team Member Handbook. TRHSZ addendum information needs to be sent to ND Human Resource Department by December 31.
- Dennis reported that he can use his discretion for the differences in county and state break times. Fifteen minutes vs twenty minute breaks.
- Addendums working on
  - Christmas Eve Day – All day off
  - Public Service Commitment
  - Guiding Competencies
  - Open Door Policy
  - Choice of Language
  - Pre-screening of alcohol and drugs
  - On-call process
  - Emergency Response Protocol

- Protocol for Inclement Weather
- Sick Leave Payout for employees who have ten or more years of service. The department allows 10% payout and Morton County allow 25% payout.

Cares Act Distribution and Eligibility of EA Programs

- Discussion was held about the letter that was sent to Senator Hoeven’s office about funds provided by the CARES Act and Families First
  - Questions about funds received and if they count towards eligibility to programs received by clients – i.e. SNAP, Medicaid, Social Security
- Dennis will do some checking with the state office and report back to the board in November or sooner.

Other:

- Discussion about the increase in COVID numbers
- Increased risk level in Morton and Sioux County

Moved by Charlie seconded by Myles to adjourn the meeting. Meeting Adjourned.

Next Meeting: November 19, 2020 — 10 AM, Mandan

Respectfully Submitted,

*Jackie Buckley* / Jackie Buckley  
not present to sign.

Jackie Buckley  
Three Rivers HR Zone Secretary

Three Rivers Zone Meeting Voting Tally

15-Oct-20

Name	Bill Pay Approval	Emergency Temp Positions	
Charlie Steinkuehler	Yes	Yes	
Ron Leingang	Absent	Absent	
Rosemary Lawson	Yes	Yes	
Edgar Olivera	Yes	Yes	
Jackie Buckley	Yes	Yes	
Dennis Meier	Yes	Yes	
Myles Stoller	Yes	Yes	
John Pretty Bear	Yes	Yes	
Ken Snider	Yes	Yes	