

MORTON COUNTY SOCIAL SERVICE BOARD MEETING AGENDA

April 24, 2018

Morton County Commission Room

Morton County Court House

210 2nd Avenue NW, Mandan, North Dakota

10:00 am

Call to Order

Approval of Agenda

Approval of Minutes from the Previous Meeting

Approval of April 2018 Bills

Budget Review

Bonita Moch- HCBS and Child Care Provider Licensure Supervisor

Adult Services Report

Foster Care Report

Child Care Report

Brenda Peterson- Eligibility Supervisor

SNAP Report and Statistics

Economic Assistance Program Activity Report

Unduplicated Economic Assistance Caseload Report

Natalie Anderson, Foster Care Supervisor

Foster Care/In-Home Caseload Report

Social Worker Case Management and Parent Aide Case Report

Jenny Wetsch, Child Protection Supervisor

Child Protection Services Report

Monthly Child Protection Assessments

Dennis Meier- Morton County Social Services Director

Emergency Temp Position for Foster Care Licensing

Emergency Temp Position for Child Protection Services

Emergency Temp Position for Eligibility Unit
Calendar Year 2019 Projected Budget

Expert Witness Fees for Court Proceedings
Presentation by Brian Grosinger

ADJOURN

Certain portions of the meeting may be closed due to Executive Session for confidentiality reasons per NDCC 44-04-19.2.

Next Board Meeting: Tuesday, May 22, 2018 10:00am

MORTON COUNTY SOCIAL SERVICE BOARD MINUTES

DATE: March 27th, 2018

TIME: 10:07 a.m.

BOARD MEMBERS PRESENT: Del Wetsch, Ron Leingang, Rose Mary Lawson, and Andy Zachmeier

BOARD MEMBERS ABSENT: Ernie Fitterer

OTHERS PRESENT: Dennis Meier, MCSS Director, Brittany Slack, Office Assistant III

The meeting was called to order by Chairperson, Del Wetsch. A motion was made by Board member, Rose Mary Lawson, to approve the March 27th, 2018 Agenda and the February 27th, 2018 Board Meeting Minutes. Board member, Ron Leingang, seconded the motion. All voted in favor. Motion Carried.

Board Member, Ron Leingang, made a motion to pay the March 2018 bills. Board member, Andy Zachmeier, seconded the motion. All voted in favor. Motion carried.

Board Member, Rose Mary Lawson, will be absent for the April 24, 2018 Social Service Board Meeting.

BUDGET REVIEW

Dennis Meier, MCSS Director, distributed the Expenditure Guideline for February 2018 to the Board Members. Discussion followed. Total February 2018 Social Service Expenditures were \$236,270.64.

ADULT SERVICES REPORT

Bonita Moch, Supervisor of HCBS and Child Care Provider Licensure, distributed Current Case Count for Adult Services, Foster Homes, CSHS, and Child Care Providers for February 2018.

INCOME MAINTENANCE UNIT REPORT

Brenda Peterson, Eligibility Supervisor, distributed the Summary of SNAP statistics for February 2018; Summary of Economic Assistance Program Activity report from February 1, 2018 through February 28, 2018 and Unduplicated Economic Assistance Caseload Report from March 1, 2017 through March 1, 2018. Also discussed was the resignation of an Eligibility Worker. Brenda Peterson, Eligibility Supervisor is currently working on the rehiring process to fill 2 vacancies for an Eligibility Worker I positions.

FOSTER CARE/IN-HOME REPORT

Natalie Anderson, Foster Care Supervisor, distributed the Foster Care/In-Home Caseload Total Report from October 2017 through February 2018. Social Worker Case Management and Parent Aide Case Totals from October 2017 through February 2018 were also distributed.

CHILD PROTECTION SERVICES REPORT

Jenny Wetsch, CPS Supervisor, distributed the Monthly Child Protection Assessments from January 2016 to February 2018 and Morton County Child Protection Reports from February 1, 2018 through February 28, 2018.

DIRECTOR'S REPORT

West River Conference June 14 & 15

Dennis Meier, MCSS Director, distributed the West River Conference of Social Welfare Agenda. Discussion followed.

Dissolvent of Region VII Social Service Board Committee

Dennis Meier, MCSS Director, distributed emails from other County Directors within the Region VII. Discussion followed.

Emergency Hire Service Proposal for Foster Care Licensing & Child Protection

Dennis Meier, MCSS Director, discussed the possibility of hiring for an Emergency Temp Position for Foster Care Licensing. Discussion followed. This will be reviewed again in the April 2018 Board Meeting.

Dennis Meier, MCSS Director, discussed the possibility of hiring for an Emergency Temp Position for Child Protection Services. Discussion followed. This will be reviewed again in the April 2018 Board Meeting.

Total number of MCSS cases all programs combined for February 2018 is as follows: Current cases = 3691, opened cases = 302 and closed cases = 157.

Board member, Rose Mary Lawson, motioned to adjourn the meeting. Board member, Ron Leingang, seconded the motion. All voted in favor. Motion carried.

The next Board Meeting is Tuesday, April 24, 2018 at 10:00 a.m.

Meeting adjourned at 11:36 a.m.

Documents provided to the Morton County Social Services Board on this date will be made available to the public upon request.

Del Wetsch
Chairperson

Brittany Slack
Recorder

Morton County

Expenditure Report with Detail Options

Account Mask: ?????????? Fiscal Year: 2018-2018 From Date: 3/1/2018 To Date: 3/31/2018
 Exclude PR encumbrance Include pre encumbrance Print accounts with zero balance
 Account Number / Description Original Budget Amended Budget Expended YTD Encumbered YTD Unexpended Bal % Used

Account Number / Description	Original Budget	Amended Budget	Expended YTD	Encumbered YTD	Unexpended Bal	% Used
SOCIAL WELFARE FUND						
SOCIAL SERVICES DEPARTMENT						
207.450.6101 / SALARIES	\$0.00	\$2,132,715.92	\$483,114.59	\$0.00	\$1,649,601.33	22.65%
207.450.6102 / DEFERRED COMP. BENEFIT	\$655.50	\$6,993.46	\$1,311.00	\$0.00	\$5,682.46	18.75%
207.450.6111 / ON CALL SALARIES	\$285.00	\$2,738.00	\$285.00	\$0.00	\$2,453.00	10.41%
207.450.6121 / PAID OVERTIME	\$114.93	\$8,000.00	\$1,231.84	\$0.00	\$6,768.16	15.40%
207.450.6211 / HEALTH INSURANCE	\$39,041.90	\$326,875.00	\$79,604.99	\$0.00	\$247,270.01	24.35%
207.450.6221 / FICA MATCH	\$17,242.15	\$164,509.22	\$35,010.86	\$0.00	\$129,498.36	21.28%
207.450.6241 / WORKMENS COMPENSATION	\$0.00	\$6,500.00	\$3,293.16	\$0.00	\$3,206.84	50.66%
207.450.6251 / UNEMPLOYMENT COMPENSATION	\$0.00	\$2,040.00	\$0.00	\$0.00	\$2,040.00	0.00%
207.450.6300 / NDPERS DEF. BENEFIT	\$32,416.97	\$296,612.74	\$66,263.38	\$0.00	\$230,349.36	22.34%
207.450.6321 / PROPERTY & LIABILITY INSURAN	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
207.450.6339 / MEMBERSHIPS & REGISTRATIONS	\$0.00	\$3,500.00	\$220.00	\$0.00	\$3,280.00	6.29%
207.450.6341 / TRAVEL EXPENSE	\$4,456.18	\$25,000.00	\$4,481.34	\$0.00	\$20,518.66	17.93%
207.450.6343 / REPAIRS AND MAINTENANCE	\$68.04	\$26,000.00	\$8,295.25	\$0.00	\$17,704.75	31.90%
207.450.6351 / UTILITIES	\$1,696.04	\$19,000.00	\$5,359.41	\$0.00	\$13,640.59	28.21%
207.450.6359 / POSTAGE	\$1,362.95	\$6,000.00	\$1,362.95	\$0.00	\$4,637.05	22.72%
207.450.6360 / MOBILE COMMUNICATIONS	\$261.68	\$3,300.00	\$522.80	\$0.00	\$2,777.20	15.84%
207.450.6361 / TELEPHONE	\$670.24	\$8,000.00	\$1,351.49	\$0.00	\$6,648.51	16.89%
207.450.6381 / COPIER EXPENSE	\$0.00	\$5,678.00	\$3,517.84	\$0.00	\$2,160.16	61.96%
207.450.6401 / OFFICE SUPPLIES	\$739.69	\$7,500.00	\$1,507.54	\$0.00	\$5,992.46	20.10%
207.450.6412 / SUPPLIES-COMPUTER	\$170.00	\$1,200.00	\$170.00	\$0.00	\$1,030.00	14.17%
207.450.6499 / CLIENT AID	\$50.80	\$7,250.00	\$693.11	\$0.00	\$6,556.89	9.56%
207.450.6651 / CAPITAL OUTLAY-EQUIPMENT	\$2,166.48	\$25,000.00	\$2,633.48	\$0.00	\$22,366.52	10.53%
207.450.6904 / GA BURIALS	\$0.00	\$27,500.00	\$0.00	\$0.00	\$27,500.00	0.00%
207.450.6905 / SAFETY/PERMANENCY FUNDS	(\$100.00)	\$8,000.00	\$483.70	\$0.00	\$7,516.30	6.05%
207.450.6907 / SHELTER CARE	\$250.00	\$3,600.00	\$750.00	\$0.00	\$2,850.00	20.83%

Morton County

Expenditure Report with Detail Options

Account Mask: ??????????	Account Number / Description	Expended PTD	Original Budget	Amended Budget	Expended YTD	Encumbered YTD	Unexpended Bal	% Used
	207.450.6912 / CWB PER DIEM	\$49.05	\$0.00	\$2,500.00	\$201.65	\$0.00	\$2,298.35	8.07%
	207.450.6927 / TERMINAL COST	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	(\$60.00)	0.00%
	207.450.6932 / PRINTER EXPENSE	\$0.00	\$0.00	\$3,500.00	\$143.99	\$0.00	\$3,356.01	4.11%
	Total For SOCIAL SERVICES	\$338,983.97	\$0.00	\$3,131,012.34	\$701,869.37	\$0.00	\$2,429,142.97	22.42%
	Total For SOCIAL WELFARE	\$338,983.97	\$0.00	\$3,131,012.34	\$701,869.37	\$0.00	\$2,429,142.97	22.42%

Fiscal Year: 2018-2018 From Date: 3/1/2018 To Date: 3/31/2018

Exclude PR encumbrance Include pre encumbrance Print accounts with zero balance

CURRENT CASE COUNT

April 17 for March 2018

ADULT SERVICES

136— up from 131

Opened 5 new cases

Closed 0

7—pending

Worker breakdown

BM —28 cases (14 BC, 5 MW, 3 MSP/PCS, 6 SPED)

LC—55 cases (17 BC, 12 MW, 3 MSP/PCS, 21 SPED, 2 Ex-SPED)

PW—48 cases (17 BC, 14 MW, 7 MSP/PCS, 8 SPED, 2 Ex- SPED)

FOSTER HOMES (BM)

No Adult Foster Homes

26—Foster Care for Children (2 new, 1 closing)

17 for general placement

9 specific homes

8 —contacts and inquiries

4— in process of home study

CHILD CARE (LA)

62—licensed (down from 63)

4—self-declared (up from 3)

CHILDREN'S SPECIAL HEALTH SERVICES (PW)

11—Treatment Services (same)

8—Diagnostic

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)
Bismarck, North Dakota**

April 4 ,2018

Following is a summary of SNAP statistics for MARCH 2018:

PARTICIPATION				PARTICIPATION			
County	Households*	Persons**	Issuance	County	Households	Persons	Issuance
ADAMS	53	102	\$9,197	MCKENZIE	176	469	\$55,125.00
BARNES	407	802	\$83,296	MCLEAN	209	468	\$49,973.00
BENSON	738	2,130	\$287,319	MERCER	182	328	\$39,474.00
BILLINGS/ G.VALLEY	2 58	2 117	\$384 \$13,383	MORTON	910	1,906	\$221,225.00
BOTTINEAU	247	511	\$60,646	MOUNTRAIL	122	333	\$36,050.00
BOWMAN/ SLOPE	83 15	156 30	\$17,225 \$4,384	NELSON	93	181	\$19,500.00
BURKE	42	110	\$11,358	OLIVER	41	88	\$10,535.00
BURLEIGH	2,518	4,893	\$584,223	PEMBINA	171	371	\$38,463.00
CASS	5,772	12,432	\$1,413,527	PIERCE	129	249	\$27,600.00
CAVALIER	63	159	\$15,051	RAMSEY	559	1,111	\$128,816.00
DICKEY	124	250	\$22,729	RANSOM	144	274	\$28,041.00
DIVIDE	44	95	\$11,006	RENVILLE	55	115	\$11,837.00
DUNN	93	232	\$28,392	RICHLAND	526	1,076	\$121,570.00
EDDY	93	174	\$19,492	ROLETTE	2,299	4,952	\$698,629.00
EMMONS	116	205	\$22,760	SARGENT	86	190	\$18,947.00
FOSTER	89	157	\$19,480	SHERIDAN	67	142	\$15,375.00
GRAND FORKS	2,310	4,789	\$580,506	SIoux	444	1,353	\$184,330.00
GRANT	91	192	\$22,527	STARK	941	1,786	\$223,041.00
GRIGGS	77	142	\$16,936	STEELE	31	76	\$8,610.00
HETTINGER	67	161	\$18,831	STUTSMAN	845	1,424	\$173,848.00
KIDDER	61	127	\$13,483	TOWNER	70	152	\$16,998.00
LAMOURE	64	125	\$15,013	TRAILL	190	382	\$42,718.00
LOGAN	44	96	\$11,342	WALSH	367	833	\$92,409.00
MCHENRY	212	413	\$48,979	WARD	2,177	4,365	\$504,201.00
MCINTOSH	72	133	\$13,367	WELLS	166	295	\$34,102.00
				WILLIAMS	751	1,525	\$192,259.00
				TOTAL	25,306	53,179	\$6,358,512

* This column reflects the number of cases that participated during the reporting month.

** This column reflects the number of persons that participated during the reporting month.

SUMMARY OF ECONOMIC ASSISTANCE PROGRAM ACTIVITY
as of 04/01/2018

Program Activity 03/01/2018 THROUGH 03/31/2018

NEW APPLICATIONS

Program	Period of 03/01/2018 - 03/31/2018		Period of 02/01/2018 - 02/28/2018	
	Received	Approved	Denied	Received
TANF	3	0	3	10
SNAP	63	33	30	75
Medicaid	25	18	7	21
ACA/Expansion	77	51	26	92
Child Care	7	2	5	8
Basic Care	1	1	0	2
Foster Care	1	1	0	0
Sub-Adoption	0	0	0	0
GA Burial	0	0	0	0
TOTAL	177	106	71	208
Change from Last Period -28 Applications				

CASE CLOSINGS

Program	Period of 03/01/2018 - 03/31/2018		Period of 02/01/2018 - 02/28/2018	
	Case Closings	Case Closings	Case Closings	Case Closings
TANF	5			0
SNAP	43			30
Medicaid	18			14
ACA/Expansion	47			47
Child Care	2			2
Basic Care	0			0
Foster Care	0			0
Sub-Adoption	0			0
TOTAL	115			93
Change from Last Period -18 Cases Closed				

*** LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

Received	Period of 03/01/2018 - 03/31/2018		Period of 02/01/2018 - 02/28/2018	
	Approved	Denied	Pending	Received
23	47	12	7	72
Y-T-D Totals as of 04/01/2018				
563	498	58		
FFY 2018				

Number of New Cases in 02/2018	58
Number of Cases as of 03/01/2018	3395

REVIEWS OF ELIGIBILITY COMPLETED ON OPEN CASES

Program	Period of 03/01/2018 - 03/31/2018		Period of 02/01/2018 - 02/28/2018	
	Reviews Completed	Reviews Completed	Reviews Completed	Reviews Completed
TANF	0			0
SNAP	52			99
Medicaid	58			58
ACA/Expansion	60			87
Child Care	2			5
Basic Care	2			2
Foster Care	0			5
Sub-Adoption	2			0
TOTAL	176			256
Change from Last Period +5 Reviews Completed				

**UNDUPLICATED ECONOMIC ASSISTANCE CASELOAD REPORT
(AS OF 1ST DAY OF MONTH)**

	4/1/17	5/1/17	6/1/17	7/1/17	8/1/17	9/1/17	10/1/17	11/1/17	12/1/17	1/1/18	2/1/18	3/1/18	4/1/18
TANF	7	2	2	3	7	6	8	7	9	8	7	6	6
TANF/SNAP	18	16	16	15	12	16	18	18	15	14	17	18	15
TANF/ME	9	0	0	0	0	0	0	0	1	1	0	0	0
TANF/ME/QS	1	0	1	1	1	1	1	1	0	1	0	0	0
TANF/SNAP/ME	4	6	5	5	5	4	3	3	4	4	4	5	5
TANF/SNAP/QS	0	0	0	8	8	1	1	1	1	0	0	0	0
SNAP	493	493	486	477	475	496	517	502	525	552	554	560	554
ME	505	495	496	499	507	504	510	506	511	489	497	497	497
QS	20	21	20	21	22	19	20	22	22	23	24	26	29
SNAP/ME	147	157	155	156	148	153	146	139	147	146	149	156	156
SNAP/QS	67	65	62	58	57	62	59	57	56	57	55	52	51
ME/QS	82	85	83	92	91	90	91	90	89	92	92	90	91
SNAP/ME/QS	104	104	102	92	103	109	108	113	110	99	106	113	111
ACA/EXPANSION	1207	1203	1197	1237	1205	1200	1176	1166	1184	1201	1222	1224	1223
LIHEAP	416	435	440	0	2	2	0	134	228	338	414	451	498
CHILD CARE	52	54	55	58	64	61	64	62	64	66	65	62	60
OTHER (FC & SA)	85	85	83	83	85								
FOSTER CARE						41	41	36	47	46	47	48	46
SUBSIDIZED ADOPTION						42	37	35	36	36	38	39	39
BASIC CARE	40	41	41	42	43	43	40	44	47	47	46	48	46
TOTALS	3257	3262	3244	2847	2835	2850	2840	2936	3096	3220	3337	3395	3427

Total for 4/1/2018 is 170 Case Increase from 4/1/2017

FOSTER CARE / IN-HOME

CASE LOADs March 2018

CASE LOADS TOTALS = 82 (76 end of month)

47 Foster care – (Foster care is counted by child)

21- Children in foster homes/PATH 10-Group Care/PRTF 16 -Relative Care

35 In-Home Cases, ICPC, Home Studies and Courtesy Case management

2017	Opened	Closed
October	14	8
November	3	5
December	8	9
2018		
January	4	5
February	3	5
March	9	7

2017			2018					
<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>
91	84	85	79	79	82			

	2017			2018		
KC	Oct	Nov	Dec	Jan	Feb	Mar
Foster Care	12	11	11	6	7	8
In-Home	7	7	8	7	7	5
Total	19	18	19	13	14	13
JD	Oct	Nov	Dec	Jan	Feb	Mar
Foster Care	11	10	8	7	7	7
In-home	4	5	5	5	6	7
Total	15	15	13	12	13	14
RS	Oct	Nov	Dec	Jan	Feb	Mar
Foster Care	5	5	7	7	7	8
In-Home	9	9	8	8	7	7
Total	14	14	15	15	14	15
DN	Oct	Nov	Dec	Jan	Feb	Mar
Foster Care	11	8	10	9	9	12
In-Home	6	4	4	4	4	2
Total	17	12	14	13	13	14
JW	Oct	Nov	Dec	Jan	Feb	Mar
Foster Care	9	8	9	11	11	12
In-Home	7	8	6	5	5	4
Total	16	16	15	16	16	16
TM	Oct	Nov	Dec	Jan	Feb	Mar
In-Home	6	6	7	7	7	8
Foster Care		1	1	1		
Total		7	8	8	7	8
NA	Oct	Nov	Dec	Jan	Feb	Mar
In Home	2	2	2	2	2	2
Foster Care	2	1	0	0	0	0
Total:	3	2	2	2	2	2

Children and Family Services Unit – Parent Aide Caseload

DH	Oct	Nov	Dec	Jan	Feb	Mar
(vacant 2/14/18)	11	10	10	11	11	10
					(on hold)	

BH	Oct	Nov	Dec	Jan	Feb	Mar
(Emer. W)	5	6	5	5	4	4

BH – returned to work on April 9th and new worker KH began on April 3rd.

Morton County Child Protection Reports March 1 to March 31st

-Of the 89 total reports in March, 25 Administratively Assessed (AA), 3 Administrative Referrals (AR), and 5 Assessment Terminated in Progress (ATP).

* Total number of Alternative Response cases- 1

*Total number of Prenatal Exposure (drugs/alcohol)- 3

*Total number of 960 reports of abuse (includes physical, sexual)- 15

*Total number of 960 reports of neglect (includes educational, domestic)- 70

-56 of the 89 reports became part of a full assessment.

Beginning March caseload-

Opened/closed-Mar. 1- Mar. 31st

Jenny Wetsch- (5-ATP)

Opened-25-(AA), 3- (AR), 3- (ATP)

Closed- 4-(ATP), 24- (AA), 3-(AR)

End- 4- (ATP), 1- (AA)

CPS Worker (KO)- 28

Opened- 8, Closed- 7, End-29

CPS Worker (VZ)- 24

Opened 11, Closed- 12, End- 23

CPS Worker (RB)- 21

Opened-9, Closed- 14, End- 16

Part-time CPS Worker (TM)- 9

Opened 6, Closed- 4, End- 11

Monthly Child Protection Assessments (Full & ATP)

2016

January- 44
February- 47
March- 44
April- 36
May- 53
June- 38
July- 45
August- 38
September- 45
October- 48
November- 49
December- 35

2017

January- 59
February- 48
March- 55
April- 45
May- 68
June- 47
July-37
August-48
September- 52
October- 52
November-64
December-54

2018

January- 51
February- 43
March- 61

Foster Care Licensor Emergency Temp:

86 hours per month at approximately \$24.00 hourly for 8 months.

$86 \times \$24.00 = \2064.00 monthly

$\$2064 \times 8 = \$16,512.00$

Child Protection Worker Emergency Temp:

86 hours per month at approximately \$28.14 hourly for 8 months.

$86 \times \$28.14 = \2420.04

$\$2420.04 \times 8 = \$19,360.32$

$\$16,512.00 + \$19,360.32 = \$35,872.32$

For 2018, Morton County Social Services line item for salaries is \$2,132,715.92. Beginning January 1, 2018 MCSS employees are now paid biweekly rather than once a month. The once a month pay cycle paid wages on a current basis while the biweekly payment cycle pays wages two weeks in the arrear. Since we switched to this new pay schedule in January and our first pay date was the third week of the month, we will only have 25 pay dates instead of 26 which is typically the number of weeks in a biweekly schedule. Because there are only 25 pay periods in 2018, this leaves a balance of \$82,027.50 in the salary line item at the end of December 2018.

I am requesting the approval to hire two half-time emergency temp employees for MCSS from 5/1/2018 to 12/31/2018. One position will be specific to the child protection unit and the second providing foster care licensing home studies and all necessary paperwork. As 2018 progresses, if at any time it appears staying within budget will become problematic one or both of these emergency hires can be terminated. The MCSS Director will monitor 2018 expenditures very closely to assure staying within the approved budget.

Dawn Rhone, Morton County Auditor:



Dennis Meier, MCSS Director:

