

MORTON COUNTY SOCIAL SERVICE BOARD MEETING AGENDA

August 22, 2017
Social Services Conference Room
Morton County Courthouse
200 2ND AVENUE NW, MANDAN ND
10:00 AM

Call to order

Approval of Agenda

Approval of Minutes of Previous Meeting

Approval of August 2017 Bills

OLD BUSINESS:

- Abandoned Cemeteries/GA Burials

NEW BUSINESS:

Budget Review

Adult Services Report

Income Maintenance Report

Foster Care/In-Home Report

Child Protection Report

Director's Report

- New Eligibility Worker Supervisor (Brenda Peterson)

Adjourn

Next Board Meeting: Tuesday, September 26, 2017 10:00 AM

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

Account	Description	Budget	Actual 7/17	Percent of year completed	
				Actual 1/17- 7/17	Budget-Actual Difference
207	SOCIAL WELFARE				
450	SOCIAL SERVICES				
6101	SALARIES	2,123,864.61	175,386.70	1,244,184.94	879,679.67
6102	DEFERRED COMP. BENEFIT	13,357.50	473.47	5,233.24	8,124.26
6111	ON CALL SALARIES	2,738.00	202.50	1,462.50	1,275.50
6121	PAID OVERTIME	10,000.00	.00	1,296.59	8,703.41
6211	HEALTH INSURANCE	330,280.00	25,723.00	170,035.99	160,244.01
6221	FICA MATCH	164,471.95	12,788.88	90,815.70	73,656.25
6241	WORKMENS COMPENSATION	7,500.00	.00	5,425.85	2,074.15
6251	UNEMPLOYMENT COMPENSATI	2,040.00	.00	2,040.00	.00
6300	NDPERS DEF. BENEFIT	288,358.13	24,534.93	170,129.79	118,228.34
6321	PROPERTY & LIABILITY IN	1,500.00	1,441.06	1,441.06	58.94
6339	MEMBERSHIPS & REGISTRAT	3,500.00	375.00	2,265.00	1,235.00
6341	TRAVEL EXPENSE	30,000.00	962.28	15,370.12	14,629.88
6343	REPAIRS AND MAINTENANCE	25,000.00	57.83	14,089.16	10,910.84
6351	UTILITIES	18,000.00	.00	9,269.17	8,730.83
6359	POSTAGE	6,700.00	727.81	3,172.05	3,527.95
6360	MOBILE COMMUNICATIONS	4,000.00	256.40	1,536.40	2,463.60
6361	TELEPHONE	8,000.00	767.78	4,349.31	3,650.69
6381	COPIER EXPENSE	5,678.00	.00	5,155.27	522.73
6401	OFFICE SUPPLIES	8,840.00	776.39	2,725.21	6,114.79
6412	SUPPLIES-COMPUTER	1,200.00	.00	.00	1,200.00
6499	CLIENT AID	7,250.00	3,010.00	3,102.98	4,147.02
6651	CAPITAL OUTLAY-EQUIPMEN	15,400.00	19.80	10,484.16	4,915.84
6904	GA BURIALS	27,500.00	.00	3,750.00	23,750.00
6905	SAFETY/PERMANENCY FUNDS	10,000.00	678.50	3,689.46	6,310.54
6907	SHELTER CARE	3,600.00	250.00	1,750.00	1,850.00
6912	CWB PER DIEM	2,500.00	192.60	834.30	1,665.70
6927	TERMINAL COST	.00	.00	30.00	30.00
6932	PRINTER EXPENSE	2,712.00	.00	2,300.85	411.15
Dept 450 Totals	SOCIAL SERVICES	3,123,990.19	249,124.93	1,773,899.10	1,350,091.09
Fund 207 Totals	SOCIAL WELFARE	3,123,990.19	249,124.93	1,773,899.10	1,350,091.09

CHAPTER 700 GENERAL ASSISTANCE BURIALS

701 The following is the Morton County Social Services policy for determining eligibility of applicants requesting General Assistance for payment of a burial upon death, pursuant to North Dakota Century Code 23-06-03. Burial costs will be reimbursed at the current rate as established by the Morton County Social Service Board or negotiated by the Morton County Commission.

Inasmuch as it is impossible for the Morton County Social Service Board to make regulations known to all potential clients of funeral homes, it is the responsibility and obligation of the funeral director to determine the need for financial assistance and to make referrals to Morton County Social Services when appropriate. The Morton County General Assistance Burial Policy ensures that all bodies of deceased poor individuals are disposed of according to state health statutes. This policy does not pay for nor prohibit the provision of a family service.

702 Upon receipt of a request for burial assistance, a Morton County Burial Application form must be completed on behalf of the decedent. The County Burial Application requests information from kindred of the first degree (spouse, adult children, parents, and adult siblings). This information is used to determine the kindred's ability to be responsible for the burial costs. As according to North Dakota Century Code, they are responsible for those expenses and will be required to participate in those costs if they are able.

The Responsible Relative Affidavit form asks questions about income and resources from the family members of the deceased. A separate affidavit will be asked of the surviving spouse, parents, adult siblings, and each adult child of the deceased. Information on the Burial Application and Relative Affidavit will be verified at the discretion of the County. If a Morton County Burial Application and the Responsible Relative Affidavit is not completed and submitted by the decedent's surviving spouse, parents, adult siblings, and adult child or children; eligibility cannot be determined and the request will be denied.

Century
code ~~23-06-03~~
23,06,03

703 In determining eligibility for burial assistance, all available resources; including but are not limited to liquid assets and real property owned by the decedent, any assistance available from the Social Security Administration, Civil Service, Railroad Retirement, Veteran's Administration, and life insurance- regardless of the named beneficiary, will be considered. General Assistance approved for payment of burial costs will be reduced by any other assistance deemed available to pay the cost of burial. Collection of resources will be the responsibility of Morton County Social Services.

The current income levels for the Low-income Home Energy Assistance Program (LIHEAP) will be used as a guide when determining the family's ability to contribute towards the burial expenses.

704 When the County becomes involved with any portion of payment of burial costs, the County shall make the burial arrangements with the funeral home at the time of death. Any request for burial assistance made after the burial services and interment have been completed will be denied unless the decedent's family is unable to contact Morton County Social Services because of weekend/holiday or other emergency.

705 In all instances when the County becomes involved with any payment of burial costs, the total costs of the burial are limited to the amount approved by the Morton County Commission. currently \$3,050 (\$1,900 for personal services to the funeral home: a maximum of \$500 for a grave space; and a maximum of \$650 for grave opening/closing).

Family members will be allowed to pay up to \$600 for items not associated with the funeral home costs such as flowers, vocalist, or clergy.

It will be the intent of the Morton County Social Service Board that if any service for an eligible deceased person is over the designated limit, the Morton County Social Service Board will not participate in the costs of that service. Funeral homes may not allow any upgrading or additions to services for county-funded cremations or burials.

706 If the burial services are provided by a funeral home located in another county, payment shall be limited by the maximum payment amount set by that County Social Service Board and/or Board of County Commissioners, or by the Morton County Commission, whichever is less. The Morton County Social Service Board will not reimburse for any additional transportation request for out-of-county burials.

The Morton County Social Service Board will not participate in any arrangements where the deceased, or surviving family member, has entered into a signed agreement with the University of North Dakota's Deeded Body Program as funding is available to funeral homes through that program. The Morton County Social Service Board will not participate in any arrangements where the deceased, or surviving family member, has entered into a signed agreement with any Deeded Body Program where funding is available to funeral homes through such program.

707 It is the policy of the Morton County Social Service Board that cremation will be the method of caring for the body of the deceased. Consideration will be given to strongly expressed religious convictions of the decedent or the decedent's family. Costs of cremation will be reimbursed at the current rate as established by the Morton County Social Service Board.

708 This policy will be reviewed annually or at the formal request of the majority of the Morton County funeral directors. The Morton County Commission may negotiate with interested funeral homes regarding cremation expenses and burial expenses but the total charges for the services may not be less than \$1500.

**ARTICLE 33-05
CARE AND CUSTODY OF THE DEAD**

Chapter	
33-05-01	Care and Custody of Dead
33-05-02	Notification of Blood and Body Fluid Precaution

**CHAPTER 33-05-01
CARE AND CUSTODY OF DEAD**

Section	
33-05-01-01	Burial-Transit Permits
33-05-01-02	Disinterment
33-05-01-03	Opening of Hermetically Sealed Caskets
33-05-01-04	Depth of Grave and Requirements for Above Surface Interments
33-05-01-05	Cemeteries
33-05-01-06	Cremation

33-05-01-01. Burial-transit permits.

1. A burial-transit permit, issued by the proper death registration authority, shall be required for each body transported by common carrier, and in all cases when transported by automobile, airplane, or any other conveyance, in lieu of a common carrier, and in every case when removed out of the state.
2. The burial-transit permit shall contain the information required on the blank furnished by the state department of health for the shipment of the dead and be properly signed by the local registrar.
3. The burial-transit permit shall be given to the person in charge of the corpse, or if shipped by express, attached to the shipping case in a strong envelope and in either case delivered with the body at the destination to the sexton or other person in charge of the cemetery.
4. When it is desired to reship a body after it has reached its original destination, and providing the body has not been interred, the burial-transit permit shall be filed with the local registrar at the original destination and a new burial-transit permit shall be obtained at this original destination for reshipment to the final destination.

General Authority: NDCC 23-01-03

Law Implemented: NDCC 23-06-08, 23-06-09, 23-06-10, 23-06-11

33-05-01-02. Disinterment.

No person, except a licensed funeral practitioner, after having obtained a permit from the state registrar of vital statistics, shall disinter the body of a deceased person, providing the authorities in charge of a cemetery may transfer bodies buried therein from one part of such cemetery to another part thereof with the approval of the local health officer. All disinterred remains must be encased in a tight container or strong box. The disinterment permit shall be on the regular burial-transit permit and shall be issued only by the state registrar to funeral practitioners duly licensed in North Dakota.

History: Amended effective August 1, 2003.

General Authority: NDCC 23-01-03

Law Implemented: NDCC 23-01-03

33-05-01-03. Opening of hermetically sealed caskets.

The opening of hermetically sealed caskets containing disinterred remains of persons dead from any cause and shipped for burial in North Dakota is hereby forbidden except when so ordered by a court of competent jurisdiction.

General Authority: NDCC 23-01-03

Law Implemented: NDCC 23-01-03

33-05-01-04. Depth of grave and requirements for above surface interments.

1. No dead human body shall be interred in a public burial ground unless the distance from the top of the box containing the casket shall be at least three and one-half feet [106.68 centimeters] from the natural surface of the ground.
2. If the casket is placed in an approved metal, concrete, or similar vault, the distance from the top of the vault shall be at least eighteen inches [45.72 centimeters] from the natural surface of the ground.
3. If the casket is placed in a surface vault, the cover of the vault may be placed flush with the natural surface of the ground.
4. No person or persons, organizations, or associations shall place, establish, or construct wholly or partially above the natural surface of the ground any vault, crypt, columbarium, mausoleum, or other structure or device by whatever name for the interment of any dead human body without first meeting the cemetery registration requirements and submitting the plans and specifications for the proposed installation to the state department of health for preliminary inspection and recommendation. The plans and specifications shall be submitted to the state department of health in triplicate and shall be developed to assure conformance to the following basic requirements:
 - a. Designation of the sections, halls, rooms, corridors, elevators, or other subdivisions and including descriptive names and numbers of the areas.
 - b. Arrangement of the structure so that the cell, niche, or crypt may be readily examined by those legally authorized.
 - c. Provision for hermetically and permanently sealing in a suitable manner each crypt or cell so that no fluid may escape therefrom after the placing of any dead human body therein.
 - d. Provision of construction materials of the best quality and of a character best suited for the purposes intended.
 - e. Construction to ensure durability, permanence and the protection of the safety, convenience, comfort, and health of the community in which it is located consistent with modern mausoleum construction and engineering science at the time.

General Authority: NDCC 23-01-03

Law Implemented: NDCC 23-01-03

33-05-01-05. Cemeteries.

1. All cemeteries must be registered with the state department of health on forms provided by the department.
2. All cemeteries must be surveyed by a registered land surveyor prior to filing a plat of the cemetery with the recorder in the county in which the cemetery is located, as outlined in North Dakota Century Code section 43-19.1-30.

3. No body can be accepted for burial without a burial permit issued by the registrar where the death occurred.
4. The sexton or other person making burial must endorse on the burial permit the time and place of burial, and file the permit with the registrar having jurisdiction over the territory where the burial was made.
5. Sextons must keep permanent records of every burial or disinterment. The following items of record are required:
 - a. Full name of deceased.
 - b. Age at death and sex.
 - c. Date and place of death.
 - d. Date of burial.
 - e. Place of burial, block, lot, and grave.
 - f. Number of burial permit.
 - g. Name and address of funeral practitioner.
6. All cemetery authorities must make such reports at such time as the state department of health may from time to time direct.
7. The state department of health has recommended a standard uniform record book for cemetery records. It may be obtained from the larger printing concerns in the state.

History: Amended effective February 1, 1984; August 1, 2003.

General Authority: NDCC 23-01-03, 23-06-23

Law Implemented: NDCC 23-01-03, 23-06-21, 23-06-23

33-05-01-06. Cremation.

The cremation of a dead human body shall be considered the final disposition of that body.

General Authority: NDCC 23-01-03

Law Implemented: NDCC 23-01-03

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

TANF	8/1/16	9/1/16	10/1/16	11/1/16	12/1/16	1/1/17	2/1/17	3/1/17	4/1/17	5/1/17	6/1/17	7/1/17	8/1/17
TANF/SNAP/QS	3	4	4	3	6	5	8	8	7	2	2	3	7
TANF/SNAP/ME/HS	1	0	0	0	0	0	0	0	0	0	0	0	8
TANF/ME	0	0	0	0	0	0	0	0	0	0	1	0	0
TANF/SNAP/HS	2	3	1	2	11	0	0	0	9	0	0	0	0
TANF/SNAP/ME	0	0	0	0	0	0	0	0	0	0	0	0	0
TANF/SNAP/HS	3	4	3	3	4	4	5	8	4	6	5	5	5
TANF/ME/HS	0	0	0	0	0	0	0	0	0	0	0	0	0
TANF/SNAP	20	16	15	16	18	17	17	15	18	16	16	15	12
TANF/SNAP/TRME	0	0	0	0	0	0	0	0	0	0	0	0	0
TANF/ME/QMB	1	9	1	1	1	2	2	0	1	0	0	1	1
HS	0	0	0	0	0	0	0	0	0	0	0	0	0
HS/ME	0	0	0	0	0	0	0	0	0	0	0	0	0
ME	500	508	507	502	502	492	492	501	505	495	496	499	507
ME/HS	0	0	0	0	0	0	0	0	0	0	0	0	0
ME/HS	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP	511	522	533	511	495	495	515	496	493	493	486	477	475
SNAP/HS	26	26	28	24	26	24	22	20	20	21	20	21	22
HS/QMB	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP/ME	161	163	150	162	150	160	152	136	147	157	155	156	148
SNAP/ME/HS	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP/ME/HS	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP/HS	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP/HS/TRANS ME	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP/ME/HS	0	0	0	0	0	0	0	0	0	0	0	0	0
SNAP/QMB	70	69	71	69	63	64	63	81	67	65	62	58	57
ME/QMB	68	66	73	87	67	71	76	88	82	85	83	92	91
SNAP/ME/QMB	94	89	95	80	94	98	102	102	104	104	102	92	103
ACA/EXPANSION	1157	1197	1197	1186	1167	1174	1201	1224	1207	1203	1197	1237	1205
BASIC CARE	29	24	37	40	38	39	40	40	40	41	41	42	43
LIHEAP	0	0	83	176	237	303	365	403	416	435	440	0	2
CHILD CARE	67	60	57	58	59	58	53	48	52	54	55	58	64
OTHER	86	87	87	87	86	84	84	81	85	85	83	83	85
TOTALS	2799	2847	2942	3007	3024	3090	3197	3251	3257	3262	3245	2847	2835

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

August 4, 2017

Following is a summary of SNAP statistics for JULY 2017:

PARTICIPATION				PARTICIPATION			
County	Households*	Persons**	Issuance	County	Households*	Persons**	Issuance
ADAMS	42	77	\$7,430	MCKENZIE	208	547	\$64,544
BARNES	405	796	\$85,897	MCLEAN	206	450	\$50,947
BENSON	719	2,173	\$292,382	MERCER	145	289	\$33,892
BILLINGS	4	10	\$1,368	MORTON	826	1,745	\$207,333
GOLDEN VALLEY	51	101	\$10,528	MOUNTRAIL	138	366	\$42,361
BOTTINEAU	225	456	\$50,606	NELSON	82	169	\$18,191
BOWMAN	81	160	\$18,678	OLIVER	34	65	\$8,077
SLOPE	13	21	\$2,352	PEMBINA	172	338	\$35,233
BURKE	42	107	\$12,085	PIERCE	126	259	\$29,956
BURLEIGH	2,415	4,782	\$581,580	RAMSEY	571	1,135	\$134,130
CASS	5,809	12,548	\$1,467,047	RANSOM	170	332	\$35,882
CAVALIER	68	150	\$13,506	RENVILLE	50	112	\$12,026
DICKEY	123	264	\$24,688	RICHLAND	524	1,124	\$124,683
DIVIDE	34	67	\$9,493	ROLETTE	2,337	5,098	\$736,693
DUNN	85	208	\$27,081	SARGENT	88	202	\$20,800
EDDY	86	179	\$19,829	SHERIDAN	64	139	\$14,931
EMMONS	106	180	\$21,529	SIOUX	494	1,516	\$214,477
FOSTER	79	149	\$16,160	STARK	857	1,617	\$205,507
GRAND FORKS	2,259	4,693	\$576,870	STEELE	30	73	\$9,002
GRANT	88	199	\$23,306	STUTSMAN	800	1,372	\$171,016
GRIGGS	59	98	\$11,284	TOWNER	62	127	\$15,073
HETTINGER	51	111	\$13,376	TRAILL	223	466	\$55,586
KIDDER	54	114	\$12,688	WALSH	391	883	\$98,830
LAMOURE	56	125	\$13,845	WARD	2,236	4,564	\$537,832
LOGAN	46	101	\$12,362	WELLS	155	291	\$34,409
MCHENRY	208	404	\$44,484	WILLIAMS	743	1,492	\$192,075
MCINTOSH	69	126	\$13,676	TOTAL	25,009	53,170	\$6,487,616

* 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.

FOOD STAMP ISSUANCE

	<u>2016</u>	<u>2017</u>
JANUARY	849 1,808 207,398	857 1,832 209,417
FEBRUARY	869 1,870 214,593	860 1,839 209,151
MARCH	850 1,850 211,416	852 1,816 212,221
APRIL	869 1,906 214,320	855 1,813 208,762
MAY	867 1,906 214,320	855 1,808 214,797
JUNE	876 1,904 216,228	845 1,791 209,636
JULY	874 1,882 216,430	
AUGUST	885 1,913 219,511	
SEPTEMBER	896 1,952 224,108	
OCTOBER	877 1,892 217,656	
NOVEMBER	866 1,844 213,061	
DECEMBER	846 1,786 208,348	

CURRENT CASE COUNT

JULY 2017

ADULT SERVICES

132—Open HCBS cases of all types (decrease of 2)

Opened 2 new cases in July

Closed 4 in July

7—pending (in July)

FOSTER HOMES

No Adult Foster Homes

20—Foster Care for Children (same)

15 for general placement

5 specific homes

8 —contacts and inquiries

4—in process of home study—4 general placement

CHILD CARE

59—licensed (same)

3—self-declared (same)

CHILDREN'S SPECIAL HEALTH SERVICES

13—Treatment Services (increase of 1)

9—Diagnostic (same)

FOSTER CARE / IN-HOME

CASE LOADs July 2017

CASE LOADS TOTALS = 79 (75 end of month)

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

20- Children in foster homes/PATH 12-Group Care/PRTF 13 -Relative Care

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

2017	Opened	Closed
June	7	8
July	9	4

2017

<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>
64	67	73	70	71	77	79

2016 2017

KC	Dec	Jan	Feb	March	April	May	June	July
Foster Care	0	0	4	4	4	5	7	8
In-Home			5	7	7	7	8	6
Total	0	0	9	11	11	12	15	14

JD	Dec	Jan	Feb	March	April	May	June	July
Foster Care	12	13	12	11	11	11	11	10
In-home	2	1	1	1	1	2	3	4
Total	14	14	13	12	12	13	14	14

RS	Dec	Jan	Feb	March	April	May	June	July
Foster Care	0	0	5	5	5	5	6	6
In-Home			4	8	7	8	9	7
Total	0	0	9	13	12	13	15	13

DN	Dec	Jan	Feb	March	April	May	June	July
Foster Care	10	10	9	12	12	12	12	12
In-Home	3	3	2	1	1	1	1	2
Total	13	13	11	13	13	13	13	14

JW	Dec	Jan	Feb	March	April	May	June	July
Foster Care	10	11	10	9	9	9	8	8
In-Home	5	5	5	5	5	4	6	6
Total	15	16	15	14	14	13	14	14

TM	Dec	Jan	Feb	March	April	May	June	July
In-Home	6	7	7	9	7	7	6	8
Foster Care		2	2	1	1	0		
Total	8	9	9	10	8	7	6	8

NA	Dec	Jan	Feb	March	April	May	June	July
In Home		2	2	0	0	0	0	1
Foster Care			2		1	0		1
Total:	4	2	1	0	0	0	0	2

Children and Family Services Unit – Parent Aide Caseload

DH	Dec	Jan	Feb	March	April	May	June	July
	8	9	9	9	10	12	10 (3)	10

BH	Dec	Jan	Feb	March	April	May	June	July
	5	4	4	4	4	5	6	5

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

Morton County Child Protection Reports July 1 to July 31st

-Of the 63 total reports in July, 21 Administratively Assessed (AA), 5 Administrative Referrals (AR), and 6 Assessment Terminated in Progress (ATP).

*Total number of 960 reports of abuse (includes physical, sexual)- 11

*Total number of 960 reports of neglect (includes educational, psychological, prenatal exposure)- 52

-31 of the 63 reports became part of a full assessment.

<u>Beginning July caseload-</u>	<u>Opened/closed/ending-July 1- July 31st</u>
Jenny Wetsch- 2-ATP, 2-full	Opened-21(AA), 3(ATP), 5 (AR) Closed 1(ATP), 21 (AA), 5(AR), 1 full Ending 3 (ATP), 1 full
CPS Worker (KO)- 19	Opened 9, Closed 10, End 19
CPS Worker (VZ)- 19	Opened 9, Closed 8, End 20
CPS Worker (RC)- 16	Opened 5, Closed 15, End 6
Part-time CPS Worker (TM)- 15	Opened 2, Closed 6, End 11