

**Three Rivers Human Service Zone
Meeting Agenda
Three Rivers Human Service Zone 1st Floor Conference Room
Mandan Office
10 AM – February 20, 2020**

Meeting Call to Order:

Roll Call:

Approval of Agenda

Approval of Minutes from the Previous Meeting

Review and Approval of February 2020 Bills:

Budget Review

Zone Program Stats (Presented by Mandan Office Supervisors)

NRG Update on Microsoft Office 365 (Lloyd Nantt and Amber Schriock)

- NRG will present a cost and service comparison of current licensing vs Microsoft 365 licensing

Review of Social Service Redesign Newsletter:

Emergency Temp Request (Support Unit):

DHS Guidance to Zone Board:

- Fiscal Process (see handout) **Board Action Required**
- Hiring Process of Human Service Zone Director
 - Update from Board Hiring Contact
 - Mitigation of Conflict of Interest for Hiring Process
 - Interim Zone Director
 - Administrative Support to the Zone Board during Zone Director Hiring Process

Other:

Next Meeting: March 19, 2020 – 10 AM, Mandan

**Three Rivers Human Service Zone (TRHSZ)
Inaugural Meeting Agenda
Three Rivers Human Service Zone 1st Floor Conference Room
Mandan Office
10 AM - January 23, 2020**

Meeting Call to Order: Dennis called the meeting to order

Roll Call:

- **Zone Board Attendees:** Ron Leingang, Morton County Representative, Jackie Buckley, Morton County Representative, Edgar Oliveira, Morton County Representative, Rosemary Lawson, Morton County Representative, Myles Stoller, Grant County Representative, Charlie Steinkuehler, Grant County Representative, Ken Snider, Sioux County Representative, John PrettyBear, Standing Rock Tribal Representative, Kim Boehm

- **Other Attendees:** Dennis Meier, Three Rivers Interim Director, Vince Gillette, Sioux County Office, Jessica Beck, Grant County Office; Lloyd Nantt, Services Manager for NRG, Amber Schriock, NRG Representative, Brenda Peterson, Morton County Supervisor , Wendy Bent, Morton County Human Resources, Jodi Leier, Account Technician and Notary Public.

Oath of Office:

- Individual Board Members Signature and Notarization of Oath of Office
 - Each member signed their Oath, Jodi verified identity and notarized each Oath.

Election of Officers:

- Chair and Vice-Chair Designation (through appointment of Zone Director) **(Board Action Required)**
 - Interim Director cannot serve as Chair. Must temporarily name a Chair and Vice-Chair and Secretary.

Ken nominated Charlie and Charlie declined the nomination. Edgar volunteered to be the Chair. A motion was made by Charlie to appoint Edgar as Chair, and seconded by Ken. All voted in favor. Motion carried.

Ken volunteered for Vice Chair. A motion was made by Charlie to appoint Ken as Vice-Chair, and was seconded by Ron. All voted in favor. Motion Carried

- Appointment of Secretary **(Board Action Required)**
 - Jackie volunteered to be the secretary. A motion was made by Ken appoint Jackie as Secretary, and seconded by Edgar. All voted in favor. Motion passed.

Review and Approval of January 2020 Bills:

- Monthly bills were discussed and sent around for review and Board Approval. There was discussion on the process for approval of the bills. It was recommended that a cover sheet be added to all the bills; each bill would be listed on the cover sheet and only the cover sheet would require approval by all Board members and not each individual bill.
- Some Sioux County bills were submitted that were from 2019. These were returned to Vince to take back and go through Sioux County Commission for approval due to being prior to 1/1/2020. A motion was made by Myles to approve the bills, and seconded by John. All voted in favor. The motion carried.

NRG Update on Microsoft Office 365 (Lloyd Nantt and Amber Schriock)

- NRG will prepare an estimate of costs to change to Microsoft Office 365 and a plan of action to move forward.
 - NRG handed out a Statement of Work for M365 Three Rivers Migration and a Summary of Work: Consolidate all data for Three Rivers and provide access to appropriate groups utilizing DNIT provided M365 product. Timelines may shift due to multiple agencies collaborating.
 - Cost Estimate as follows:
 - \$10,400 for Services
 - \$ 2,105.14 for License
 - Estimate of costs to plan and implementation of the structure, TEAMS, SharePoint site and data structure is 80 hrs. Will only charge exact costs up to 80 hrs. If less than 80 hours, Zone will only be billed for the hours worked. If more than 80 hours, Zone will only be billed 80 hours..
 - Initial Yearly Cost is \$10,400.00 plus \$25,261.00 for a total of \$35,661.00.
 - The cost for each year thereafter is \$25,261.00.
 - Baseline training would be provided by NRG.

A motion was made by Ken to move forward with the process of planning and implementation of Office 365, and seconded by Charlie. All voted in favor. Motion carried.

Next step – Sign the quote and NRG will work with NDIT as well as representatives from each Zone office to work out the details.

Zone Board Expectations Regarding Zone Program Stats:

- Discussion regarding the sharing of program stats administered by the zone programs.
 - Dennis explained information and statistics Morton County provided to their Board each month.

It was decided to continue to provide relevant information for the Board.

Update Regarding Zone Positions:

- Update regarding JDQ's for prior county director positions
 - Dennis reported he made minor changes to the JDQs and informed the board the State is reevaluating the idea to have a Child Welfare Tribal Liaison due to Standing Rock

declaring a State of Emergency for the Tribal Child Welfare Needs. Vince provided details of the need for TRHSZ to assist the Child Welfare needs. The State and Standing Rock are working on an MOU. There are 32 children in North Dakota who the tribe has custody that this would affect. Until the MOU is signed, the State has not given approval of this JDQ.

- Dennis informed the Board a JDQ was also created for Jessica's position and shared what the anticipated duties would be with the Board.
 - Vince brought up the fact that Jessica may be needed to assist with the need outlined in the MOU. This will need to be discussed further with the State.
- Department approved filling of a Family Service Specialist in the Grant County Office.

GA Burial Policies:

- Future plans for developing a zone policy for GA burials
 - Dennis informed the member that currently, each County continues to follow their own GA policy for Burials. However, as the Zone Plan is developed, we need to develop a plan for the Zone and include a GA burial policy we all follow.

Emergency Temp Request (Support Unit):

- Support staff resigned and Dennis is requesting an Emergency Temp.
 - John made a motion to move forward with hiring an Emergency Support Staff Temp and Charlie seconded. All voted in favor. Motion carried.

Approval to Fill Office Assistant III Position in Mandan Office:

- Rosemary made a motion to move forward with filing the vacant Office Assistance III position and Ken seconded. All voted in favor. Motion carried.

Approval to Fill Vacant Family Service Specialist Position in Carson Office:

- A motion was made by Charlie to fill the vacant Family Service Specialist Position in the Carson Office, and seconded by Ron. All voted in favor. The motion carried

Host County Support for Non Host Counties:

- Discussion regarding needed support in Grant and Sioux Counties
 - Wendy was seeking input from non-host counties as to how they feel about the support that staff received from the host county during the switch over.
 - Sioux County staff felt they were not being kept whole. Several Sioux County staff declined Health Insurance coverage as they felt they couldn't afford it. It was decided to pursue an equity wage increase for staff in

Sioux and Grant. Wendy, Dennis, Vince, and Jessica are to develop a plan for equity pay for lower paid staff, to present to the Board.

DHS Guidance to Zone Board:

- Fiscal Process (see handout) **Board Action Required**
 - **This will be discussed at the February Board Meeting.**

- Hiring Process of Human Service Zone Director
 - Update from Board Hiring Contact
 - Potential Applicants for the job cannot be involved in any discussions or process.
 - Question as to whether we open the position internally or both internally and externally. Wendy explained that it is important when hiring to look for the best and most qualified person. A motion was made by Ken to open the position both internally and externally and Ron seconded. All voted in favor. The motion carried
 - The State sets the interview process. Myles and Edgar received questionnaire. Wendy will check with the State as to how the Interview Panel will be defined. Ken from Sioux County Office, Myles from Grant County Office and Ron, Jackie and Edgar from Morton County Office are all willing to serve on the interview panel if the State does not designate who the interviewer's will be. In addition, two members from the State will participate on the panel.

- Next Steps
 - None mentioned

Ron moved to adjourn the meeting and Charlie seconded. All voted in favor. Motion Carried.

Next Meeting: February 20, 2020 – 10 AM, Mandan

Morton County

Expenditure Report with Detail Options

Account Mask: 207???????

Account Number / Description

SOCIAL WELFARE FUND

Expended PTD

Original Budget

Amended Budget

Expended YTD

Encumbered YTD

Unexpended Bal

% Used

Fiscal Year: 2020-2020

From Date: 1/1/2020

To Date: 1/31/2020

Exclude PR encumbrance

Include pre encumbrance

Print accounts with zero balance

Account Number / Description	Expended PTD	Original Budget	Amended Budget	Expended YTD	Encumbered YTD	Unexpended Bal	% Used
207.450.6101 / SALARIES	\$79,735.65	\$0.00	\$2,611,596.90	\$79,735.65	\$0.00	\$2,531,861.25	3.05%
207.450.6103 / TEMPORARY SALARIES	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	0.00%
207.450.6104 / LEAVE PAYOUTS	\$0.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	0.00%
207.450.6121 / PAID OVERTIME	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
207.450.6211 / HEALTH INSURANCE	\$14,835.44	\$0.00	\$452,312.28	\$14,835.44	\$0.00	\$437,476.84	3.28%
207.450.6221 / FICA MATCH	\$5,779.44	\$0.00	\$203,229.66	\$5,779.44	\$0.00	\$197,450.22	2.84%
207.450.6241 / WORKMENS COMPENSATION	\$0.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0.00%
207.450.6251 / UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
207.450.6300 / NDEPERS DEF. BENEFIT	\$10,586.22	\$0.00	\$367,405.04	\$10,586.22	\$0.00	\$356,818.82	2.88%
207.450.6324 / PROFESSIONAL ASSOCIATIONS	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
207.450.6339 / MEMBERSHIPS & REGISTRATIONS	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
207.450.6341 / TRAVEL EXPENSE	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
207.450.6360 / MOBILE COMMUNICATIONS	\$0.00	\$0.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00	0.00%
207.450.6401 / OFFICE MATERIALS	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
207.450.6418 / LICENSES	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$900.00	0.00%
207.450.6499 / CLIENT AID	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
207.450.6651 / CAPITAL OUTLAY-EQUIPMENT	\$0.00	\$0.00	\$31,000.00	\$0.00	\$0.00	\$31,000.00	0.00%
207.450.6904 / GA BURIALS	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
207.450.6905 / SAFETY/PERMANENCY FUNDS	\$70.00	\$0.00	\$10,000.00	\$70.00	\$0.00	\$9,930.00	0.70%
207.450.6911 / EXPERT/PROFESSIONAL WITNESS FEES	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
207.450.6912 / CWB PER DIEM	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
207.450.6913 / FOSTER CARE PLACEMENTS	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
207.450.6927 / TERMINAL COST	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Total For SOCIAL WELFARE	\$111,006.75	\$0.00	\$3,821,743.88	\$111,006.75	\$0.00	\$3,710,737.13	2.90%

Expenditure Report with Detail Options

Morton County

Account Mask: 207???????

Account Number / Description

Grand Total:

	Fiscal Year: 2020-2020	From Date: 1/1/2020	To Date: 1/31/2020		
	<input type="checkbox"/> Exclude PR encumbrance	<input type="checkbox"/> Include pre encumbrance	<input type="checkbox"/> Print accounts with zero balance		
Expended PTD	Original Budget	Amended Budget	Expended YTD	Encumbered YTD	Unexpended Bal
\$111,006.75	\$0.00	\$3,821,743.88	\$111,006.75	\$0.00	\$3,710,737.13
					2.90%

End of Report

**SUMMARY OF ECONOMIC ASSISTANCE PROGRAM ACTIVITY
as of 02/01/2020**

Program Activity 01/01/2020 THROUGH 01/31/2020

NEW APPLICATIONS

Program	Period of 01/01/2020-01/31/2020	Period of 12/1/2019 - 12/31/2019	YTD TOTALS
	Received	Received	Received YTD
TANF	11	12	110
SNAP	104	68	876
Medicaid (All)	164	179	1561
Child Care	10	5	117
Basic Care	5	3	29
Foster Care	0	0	17
Sub-Adoption	0	2	8
GA Burial	1	0	7
LIHEAP (FFY 2020)	48	54	417
TOTAL	343	323	3142
Change from Last Period: +20		% Change from Last Period: 6%	

CASE CLOSINGS

Program	Period of 01/01/2020-01/31/2020	Period of 12/1/2019 - 12/31/2019	YTD TOTALS
	Case Closings	Case Closings	Closed YTD
TANF	3	1	25
SNAP	67	25	489
Medicaid (ALL)	85	56	791
Child Care	2	0	27
Basic Care	0	0	9
Foster Care	0	0	24
Sub-Adoption	0	0	5
TOTAL	157	82	1370
Change from Last Period: +75		% Change from Last Period: 91%	

REVIEWS OF ELIGIBILITY DUE

Program	Period of 01/01/2020-01/31/2020	Period of 12/1/2019 - 12/31/2019	YTD TOTALS
	Reviews Due	Reviews Due	Closed YTD
TANF	1	0	7
SNAP	137	225	1183
Medicaid (ALL)	170	113	2222
Child Care	0	10	29
Basic Care	3	0	28
Foster Care	0	0	23
Sub-Adoption	0	0	5
TOTAL	311	348	3497
Change from Last Period: - 37		% Change from Last Period: -11%	

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

	2/1/19	3/1/19	4/1/19	5/1/19	6/1/19	7/1/19	8/1/19	9/1/19	10/1/19	11/1/19	12/1/19	1/1/20	2/1/20	Difference between 2/1/20 and 1/1/2020	Percentage Change between 2/1/20 and 1/1/2020	Difference between 2/1/20 & 2/1-19	Percentage change between 02/01/2020 & 02/1/2019
TANF	4	2	3	3	3	3	1	0	0	0	1	1	0	-1	-100%	-4	-100%
TANF/SNAP	17	12	10	5	2	2	0	0	0	0	0	0	0	0	0%	-17	-100%
TANF/ME	1	1	1	0	0	4	5	6	6	5	5	5	7	2	40%	6	600%
TANF/ME/QS	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	-1	-100%
TANF/SNAP/ME	5	7	7	9	15	16	19	17	16	18	14	15	15	0	0%	10	200%
TANF/SNAP/QS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0	0%
SNAP	505	497	416	319	231	170	119	95	25	18	16	9	0	-9	-100%	-505	-100%
SNAP/ME	155	155	199	316	389	459	542	615	717	700	712	764	748	-16	-2%	593	383%
SNAP/QS	76	73	59	72	64	61	63	44	36	26	21	14	10	-4	-29%	-66	-87%
SNAP/ME/QS	93	89	83	80	79	65	58	50	41	35	25	15	8	-7	-47%	-85	-91%
ME	554	523	548	577	574	586	605	604	627	637	649	656	673	17	3%	119	21%
ME/QS	96	97	108	107	115	119	135	141	148	157	173	184	197	13	7%	101	105%
QS	41	41	42	45	54	57	71	81	93	94	94	99	110	11	11%	69	168%
ACA/EXPANSION	1250	1208	1158	1057	934	921	887	764	815	858	859	845	890	45	5%	-360	-29%
LIHEAP	408	434	457	475	481	486	0	0	64	145	240	365	397	32	9%	-11	-3%
CHILD CARE	66	63	61	57	56	60	65	71	68	74	72	88	89	1	1%	23	26%
FOSTER CARE	50	46	42	42	44	39	38	36	44	41	41	41	48	7	17%	-2	-4%
SUB ADOPT	42	42	42	40	40	40	40	40	40	40	40	40	31	-9	-23%	-11	-57%
BASIC CARE	44	44	44	43	48	51	51	52	51	53	50	51	49	-2	-4%	5	-11%
TOTALS	3408	3334	3280	3247	3129	3137	2699	2616	2791	2901	3012	3192	3272	80	3%	80	-4%

History of Morton County LIHEAP (Fuel Assistance) Benefits

Description	FFY 2014	FFY 2015	FFY 2016	FFY 2017	FFY 2018	FINAL FFY 2019	FFY 2020 as of 12/31/2019
# of Approved-Regular	497	485	454	457	539	491	360
Amount of Benefits - Regular Benefits	\$ 367,909.05	\$ 267,590.72	\$ 163,259.93	\$ 205,421.91	\$ 272,889.89	\$ 251,609.03	\$ 49,693.10
# of Approved - Emergency	192	214	196	190	231	151	75
Amount of Benefits - Emergency Benefits	\$ 45,977.30	\$ 49,869.46	\$ 50,056.78	\$ 51,757.54	\$ 59,973.63	\$ 34,363.34	\$ 17,621.83
TOTAL	\$ 413,886.35	\$ 317,460.18	\$ 213,316.71	\$ 257,179.45	\$ 332,863.52	\$ 285,972.37	\$ 67,314.93

History of Morton County SNAP Issuance

Month	2014	2015	2016	2017	2018	2019	2020
January	# of HH 874 # of Individuals 1,876 Issuance Amt \$ 207,240.00	807 1708 \$ 190,385.00	849 1,808 \$ 207,398.00	857 1,832 \$ 209,417.00	906 1,908 \$ 223,771.00	864 1,772 \$ 355,030.00	844 1,741 \$ 187,873.00
February	# of HH 870 # of Individuals 1,860 Issuance Amt \$ 207,262.00	821 1750 \$ 197,768.00	869 1,870 \$ 214,593.00	860 1,839 \$ 209,151.00	894 1,872 \$ 220,726.00	862 1,765 \$ 194,059.00	
March	# of HH 860 # of Individuals 1,802 Issuance Amt \$ 202,180.00	810 1714 \$ 194,142.00	850 1,850 \$ 211,416.00	852 1,816 \$ 212,221.00	910 1,906 \$ 221,225.00	847 1,718 \$ 191,546.00	
April	# of HH 846 # of Individuals 1,761 Issuance Amt \$ 195,865.00	828 1760 \$ 203,384.00	869 1,906 \$ 214,320.00	855 1,813 \$ 208,762.00	926 1,964 \$ 228,825.00	840 1,709 \$ 192,393.00	
May	# of HH 842 # of Individuals 1,766 Issuance Amt \$ 195,868.00	832 1769 \$ 203,509.00	867 1,906 \$ 214,320.00	855 1,808 \$ 214,797.00	919 1,952 \$ 228,247.00	833 1,694 \$ 193,111.00	
June	# of HH 826 # of Individuals 1,752 Issuance Amt \$ 194,734.00	809 1687 \$ 198,153.00	876 1,904 \$ 216,228.00	845 1,791 \$ 209,636.00	905 1,945 \$ 224,002.00	826 1,689 \$ 188,935.00	
July	# of HH 802 # of Individuals 1,709 Issuance Amt \$ 189,264.00	780 1610 \$ 192,012.00	874 1,882 \$ 216,430.00	826 1,745 \$ 207,333.00	888 1,890 \$ 221,402.00	857 1,780 \$ 204,321.00	
August	# of HH 792 # of Individuals 1670 Issuance Amt \$ 182,408.00	788 1626 \$ 190,696.00	885 1,913 \$ 219,511.00	831 1,742 \$ 207,702.00	876 1,841 \$ 214,455.00	868 1,815 \$ 205,819.00	
September	# of HH 809 # of Individuals 1,745 Issuance Amt \$ 188,884.00	794 1671 \$ 193,072.00	896 1,913 \$ 219,511.00	855 1,773 \$ 211,955.00	882 1,819 \$ 210,626.00	873 1,823 \$ 204,910.00	
October	# of HH 804 # of Individuals 1,710 Issuance Amt \$ 197,987.00	792 1636 \$ 189,155.00	877 1,892 \$ 217,656.00	844 1,771 \$ 210,645.00	882 1,819 \$ 210,626.00	872 1,890 \$ 200,393.00	
November	# of HH 801 # of Individuals 1,709 Issuance Amt \$ 193,803.00	797 1642 \$ 191,276.00	866 1,844 \$ 213,061.00	859 1,796 \$ 213,603.00	880 1,824 \$ 205,797.00	851 1,738 \$ 187,803.00	
December	# of HH 819 # of Individuals 1,743 Issuance Amt \$ 196,438.00	829 1,735 \$ 200,050.00	846 1,786 \$ 208,348.00	896 1,867 \$ 222,026.00	882 1,835 \$ 203,321.00	853 1,743 \$ 190,345.00	
Total	Issuance Amt \$ 2,351,933.00	Issuance Amt \$ 2,343,602.00	Issuance Amt \$ 2,572,792.00	Issuance Amt \$ 2,537,248.00	Issuance Amt \$ 2,613,023.00	Issuance Amt \$ 2,508,665.00	Issuance Amt \$ 187,873.00

History of Morton County CCAP Payments

Month		2017	2018	2019				
January	# of HH	52	54	49				
	# of Children	67	75	69				
	Payment Amt	\$ 21,625.00	\$ 38,636.00	\$ 28,059.00				
February	# of HH	52	55	49				
	# of Children	67	77	68				
	Payment Amt	\$ 21,625.00	\$ 27,968.00	\$ 29,439.00				
March	# of HH	52	57	51				
	# of Children	67	83	72				
	Payment Amt	\$ 21,625.00	\$ 30,116.00	\$ 33,734.00				
April	# of HH	52	54	48				
	# of Children	67	81	69				
	Payment Amt	\$ 21,625.00	\$ 30,146.00	\$ 29,770.00				
May	# of HH	52	51	50				
	# of Children	67	72	71				
	Payment Amt	\$ 21,625.00	\$ 29,982.00	\$ 30,650.00				
June	# of HH	53	55	49				
	# of Children	64	80	74				
	Payment Amt	\$ 19,704.00	\$ 32,193.00	\$ 34,073.00				
July	# of HH	56	55	47				
	# of Children	79	82	71				
	Payment Amt	\$ 28,980.00	\$ 34,229.00	\$ 33,928.00				
August	# of HH	52	57	51				
	# of Children	75	86	86				
	Payment Amt	\$ 26,499.00	\$ 33,260.00	\$ 38,645.00				
September	# of HH	56	52	49				
	# of Children	85	84	83				
	Payment Amt	\$ 30,289.00	\$ 31,919.00	\$ 34,098.00				
October	# of HH	54	57	55				
	# of Children	72	82	83				
	Payment Amt	\$ 25,423.00	\$ 29,702.00	\$ 36,699.00				
November	# of HH	60	50					
	# of Children	78	68					
	Payment Amt	\$ 29,261.00	\$ 28,642.00					
December	# of HH	55	51					
	# of Children	77	70					
	Payment Amt	\$ 27,202.00	\$ 32,825.00					
Total	Payment Amt	\$ 295,483.00	\$ 379,618.00					

FOSTER CARE / IN-HOME / FP LICENSING

CASE LOADs January 2020

CASE LOADS TOTALS = 70

Referrals to Dakota Central – 1 In-Home cases

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

35- Children in foster homes/PATH 7-Group Care/PRTF 13-Relative Care

15 In-Home Cases, ICPC and Courtesy Case management

	Opened	Closed										
2019												
August	1	7										
September	11	5										
October	0	4										
November	3	4										
December	4	8										
2020												
Jan	13	1	(Grant 11)									
2019												
<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	
64	62	62	70	65	66	65	63	68	64	60	64	
2020 – Three River’s HSZ												
<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	

NA	July	Aug	Sept	Oct	Nov	Dec	Jan
Foster Care					3	3	
In-Home					1	1	1
Total:	0	0	0	0	4	4	1

Children and Family Services Unit – Parent Aide Caseload

KH	July	Aug	Sept	Oct	Nov	Dec	Jan
	12	11	13	13	14	14	10

RW	July	Aug	Sept	Oct	Nov	Dec	Jan
	8	6	6	7	7	7	8

FOSTER HOME REPORT (Home/Kinship/Guardianship Studies)

	Morton	Sioux	Grant	Dakota Central
General:	25	0	1	10
Specific:	4		1	
Relicensing:	1			
In process:				
New inquiries:	3			
Kinship/ Home Studies:				

Morton County Child Protection Reports January 1 to Jan. 31st

-Of the 73 total reports in Jan. -17 administratively Assessed (AA), 9 Administrative Referrals (AR), and 5 Assessment Terminated in Progress (ATP).

* Total number of Alternative Response cases- 1

*Total number of Prenatal Exposure (drugs/alcohol)- 2

*Total number of 960 reports of abuse (includes physical, sexual)- 17

*Total number of 960 reports of neglect (includes educational, psychological)- 53

*Total number of courtesy interviews- 0

Beginning Jan. caseload-

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

Jenny Wetsch- 1-(full), 2-(ATP)

Opened- 17-(AA), 2- (ATP)

Closed- 17- (AA), 9-(AR), 2-(ATP)

End- 1- (full), 2-(ATP)

CPS Worker (KO)- 19

Opened- 7, Closed- 6, End-20 (*2 new reports received on open case)

CPS Worker (VZ)- 22

Opened 7, Closed- 7, End- 22 (*0 new reports received on open case)

CPS Worker (KD)- 19

Opened-4, Closed- 4, End- 19 (*2 new reports received on open cases)

CPS Worker (MH)- 7

Opened-4, Closed-13, End-11 (*6 new reports received on open cases)

FULL & ATP CPS REPORTS BY MONTH/YEAR

	2018	2019	2020
JANUARY	51	58	47
FEBRUARY	51	58	
MARCH	51	58	
APRIL	51	58	
MAY	51	58	
JUNE	51	58	
JULY	51	58	
AUGUST	51	58	
SEPTEMBER	51	58	
OCTOBER	51	58	
NOVEMBER	51	58	
DECEMBER	51	58	
YEAR TOTAL	612	696	0

CPS REPORTS BY MONTH AND YEAR

	2018	2019	2020
JANUARY	92	79	73
FEBRUARY	59	59	
MARCH	89	84	
APRIL	85	58	
MAY	106	103	
JUNE	56	57	
JULY	55	62	
AUGUST	52	66	
SEPTEMBER	69	81	
OCTOBER	76	73	
NOVEMBER	60	63	
DECEMBER	67	70	
YEAR TOTAL	866	855	73

Meier, Dennis M.

From: Stolt, Sara E.
Sent: Thursday, February 13, 2020 3:21 PM
To: -Grp-DHS County Directors; NDACO Auditors
Cc: -Grp-DHS Monday Management Group; Stolt, Sara E.; Hogan, Kathy L.; Gee, Michele A.; Pedersen, Cory T.; Nikolas-Maier, Nancy E.; Klein, Kelly D.; Terry O. Traynor
Subject: Social Services Redesign Newsletter February 13, 2019

Social Services Redesign Newsletter

“If everyone is moving forward together, then success takes care of itself.” – Henry Ford

Welcome Jessica Thomasson
and
Arnie Strebel

The North Dakota Department of Human Services (DHS) has selected Jessica Thomasson to fill the role of Executive Policy Director of Family Stability and Community Inclusion, which is responsible for oversight and direction of several divisions and programs including children and family services, economic assistance, adults and aging, vocational rehab and DD services. Jessica started with the department on February 3, 2020.

The Department of Human Services has selected Arnie Strebe as its Chief Administrative Officer. Strebe will also serve as the department’s Chief Financial Officer and will be responsible for leading agency-wide efforts related to administrative functions. He will supervise the fiscal administration, human resources, strategic communications and legal advisory divisions. Arnie started with the department on January 13, 2020.

Please join us in welcoming them to the team!

SAVE THE DATE
Behavioral Health Conference

Save the date for the 2020 Behavioral Health Conference! October 28-30, 2020
More information to follow in the coming months!

Zone Board Responsibilities

As a reminder, SB2124 outlines the authority of the zone board. Please reference the list below for any questions. Please also share with your zone board if you have not previously done so.

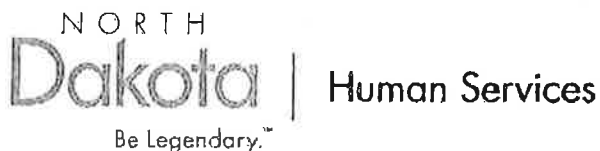
1. Review a proposed increase in staff;
2. Receive appeals for general assistance under chapter 50-01;
3. Reduce access points upon agreement with county commissioners and the department;
4. Establish procedures for the review and approval of all claims against the human service zone human services fund;
5. Hire or sperate from employment a human service zone team member, subject to the allotted number of approved and funded staff positions by the department;
6. Receive ongoing performance notifications from the department related to the overall compliance with the standards of administration;

	<ol style="list-style-type: none"> 7. Receive disciplinary action regarding a human service zone team member from the department or the human service zone director; 8. Recommend to the department the hiring of a human service zone director; 9. Hire, upon approval of the department, a human service zone director; 10. Provide information to the department relative to the community needs of the human service zone residents and advocate to meet those needs; 11. Review services and programs provided by the human service zone and make periodic recommendations for improvement in services, programs, or facilities; 12. Aid and assist in every reasonable way to efficiently coordinate and conduct human service activities within the human service zone by private as well as public organizations; 13. Supervise and take other personnel actions related to the human service zone director with direct consultation and involvement from the department; and 14. Hear and act on employee grievances in accordance with the human service zone plan and in compliance with the merit system requirements.
Technology for Employees Transitioning to State	We have officially transitioned all 107 identified county employees to state employment. We are actively working on getting their hardware, software, etc. from the state set up. Until they have full access to the state technology we need them to maintain access to your county network, their county email, etc. We will be sure to send communication once we are ready to go with each team.
Social Services Redesign (SSR) Transition Team	The SSR Transition Team has shifted to bi-weekly meetings beginning January 28. The group, which has representation from four zones, human resources, fiscal and legal, meets every other Tuesday from 2-3:30.
Zone Plan	Please remember to contact the department once your zone director has been officially hired to schedule a ½ day onsite session to assist with the completion of your zone’s plan. Assistance will be provided from fiscal, HR, legal and operations. Please contact Sara Stolt to set up your time.

Sara E. Stolt

Chief Operating Officer

701.328.1891 • 711 (TTY) • sarastolt@nd.gov • [DHS Home Page](#)



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**Three Rivers Human Service Zone
Key Roles and Fiscal Duties
Operational Procedures**

Effective January 1, 2020, the following key roles and duties will be in effect:

Human Service Zone Director:

- Operations: The Human Service Zone Director is responsible for all items regarding the day-to-day operations of the agency within the defined, approved departmental budget. This includes personnel management, program oversight, and fiscal operations.

Three Rivers Human Service Zone Board:

- Community need assessment and advocacy: NDCC Chapter 50 defines an important role for the Human Service Zone Board - the oversight of community need and related advocacy. The Board will be challenged to review community services, identify gaps, and develop plans to meet community need. This will require the board to interact and partner with other entities in their pursuit of addressing social determinants of health within the defined service area.
- Internal Controls and Balances: There are multiple tools available to effectively oversee the quality, effectiveness and efficiency of Human Service Zone operations. The supervision of the Human Service Zone Director is a key task of the Human Service Zone Board. Supervision will be completed in collaboration with ND DHS. The utilization of various data trends and reports will also be provided to the Zone Board to help provide oversight, gain insight on effectiveness and to help guide visioning. ND DHS will communicate with the Zone Board compliance trends and will also help identify areas of potential growth/program improvement for the Human Service Zone along with recommendations.

County Commissions:

- The Host County Commission finalizes all claims for payment submitted by the Human Service Zone and authorizes the Host County Auditor/Treasurer to pay said claims.
- The Host County Commission ratifies the Human Service Zone budget after development of the budget by the Human Service Zone Director and ND DHS.

- The Human Service Zone Board and all County Commissions constituting the Human Service Zone may offer recommendations for budgetary appropriations in order to advocate services to meet community need. Such recommendations shall be presented to the Zone Director and ND DHS for consideration.
- Each month, each respective County Commission constituting the Human Service Zone, shall be provided minutes of the most recent Three Rivers Human Service Zone Board meeting along with a general ledger expenditure summary and revenue report.

Fiscal Claims Process:

- The Human Service Zone Director authorizes and manages procurement and purchasing on behalf of the Human Service Zone.
- Consistent with agency policy, prior authorization from the Human Service Zone Director is required for all non-employee travel items exceeding \$20.
- The Account Tech shall prepare vouchers for items requiring payment and shall attach supportive documentation.
- Per NDCC Chapter 50, the Human Service Zone Director has the authority to authorize vouchers and submit to the Host County Commission for payment. As a designee, a member of the Human Service Zone Board may sign vouchers in the Zone Director's absence or in the event of conflict of interest.
- Individual vouchers for payment shall be presented to the Host County Commission for final consideration and authorization for payment.
- All payments subject to the Three Rivers Human Service Zone Human Service Fund shall be rendered by the County Auditor/Treasurer of the Host County.
- Items that are time-sensitive will be forwarded by the Human Service Zone Director to the Host County Commission in a manner to ensure timely payment. All other vouchers will be prepared and will be forwarded to the Host County Commission after review by the Three Rivers Human Service Zone Board.
- A summary of all expenditures incurred during the reporting period will be provided to the Human Service Zone Board for review during the next board meeting. The Human Service Zone Board shall make a motion to approve/disapprove the bills as presented. This will include vouchers processed on an expedited basis as well as traditional vouchers.

- **Financial Reports:** The Human Service Zone Board will receive financial reports on a monthly basis. This report provides actual expenses incurred year-to-date compared to approved budget. The Human Service Zone Board will also be provided a report summarizing year-to-date revenue received from state, federal and other sources along with revenue forecast information on a monthly basis.

Budget Development and Appropriations

- The budget building process is a collaborative between the Human Service Zone Director and DHS. This includes establishment of budgetary priorities along with forecasts of revenue/expenses. The process is based on projections using historical data, state-agency reports, and related data. The Human Service Zone Director is responsible for presenting the budget to the Host County Commission for ratification as provided for in NDCC Chapter 50.
- The Human Service Zone Board and County Commissions constituting the Human Service Zone may offer recommendations for budgetary appropriations. Such recommendations will be presented to the Zone Director and ND DHS.
- Appropriations are determined by ND DHS with semiannual payments, received in January and June, to the Host County. The June payment may be adjusted based on service need, spending history, prioritization of funds, and overall appropriation needs.
- Revenues generated by the Three Rivers Human Service Zone will be deposited into the Three Rivers Human Service Zone Fund and will be available to meet direct operational costs of the zone.
- The Host County will reimburse the Non-Host County for eligible, applicable and currently incurred indirect costs/county wide cost allocation plan reimbursements in two installments. The first transfer will occur prior to June 30 and the second installment prior to December 1 annually unless otherwise agreed.

Approved February 20, 2020
Three Rivers Human Service Zone Board

A handwritten signature in black ink, appearing to be a stylized name, located in the bottom right corner of the page.

Meier, Dennis M.

From: Gillette, Vincent N.
Sent: Wednesday, February 19, 2020 9:21 AM
To: Meier, Dennis M.
Cc: Beck, Jessica L.
Subject: Human Service Zone Meeting on Feb 20th.

I'm not going to be able to attend the zone meeting tomorrow and I'm at the ICWA conference and doing a presentation on Thursday. I have attached Sioux Counties stats below. Let me know if you have questions.

No CPS/Foster Care/In home cases. Sioux County is one of only 8 counties in the nation, totally encompassed on an Indian Reservation, so we have no jurisdiction over Indigenous people on the reservation. The Tribal IV E cases you see below are foster care payments processed and paid for the Tribal IV E kids that meet the IV E program requirements. Payments vary each month, Nov 2019 payments were \$80,000. These payments are paid by the State of ND.

Legacy systems:

SNAP 5
MA TECS 69
QS 60
MA Vision 135
Tribal Foster care/IV E cases 32 Pending 11

SPACES

TANF 83 open and 8 pending
CCAP- 3 open
SNAP-444 open and 5 pending
ACA-880 open and 5 pending

Vincent N. Gillette

Vincent N. Gillette
Director,
Sioux County Social Services