

MORTON COUNTY SOCIAL SERVICE BOARD MEETING AGENDA

October 23, 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 and Special Board Meeting

Approval of October 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

Foster Home 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 (Review)

Emergency Temp Position for Child Protection Services (Review)

Senate Bill 2206 Committee Work Update

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, November 27, 2018 10:00am

MORTON COUNTY SOCIAL SERVICE BOARD MINUTES

DATE: September 25, 2018

TIME: 10:05 a.m.

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

BOARD MEMBERS ABSENT:

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

The meeting was called to order by Chairperson, Del Wetsch. A motion was made by Board Member, Rose Mary Lawson, to approve the September 25, 2018 Agenda and the August 28, 2018 Board Meeting Minutes. Board Member, Ron Leingang, seconded the motion. All voted in favor. Motion Carried.

Board Member, Ron Leingang, moved to approve all August 2018 bills. Board Member, Rose Mary Lawson, seconded the motion, All voted in favor. Motion Carried.

BUDGET REVIEW

Dennis Meier, MCSS Director, distributed the Expenditure Guideline for August 2018 to the Board Members. Discussion followed. Total August 2018 Social Service Expenditures were \$339,594.28.

ADULT SERVICES REPORT

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

INCOME MAINTENANCE UNIT REPORT

Brenda Peterson, Eligibility Supervisor, distributed the Summary of SNAP statistics for August 2018; Summary of Economic Assistance Program Activity report from August 1, 2018 through August 31, 2018; Unduplicated Economic Assistance Caseload Report from September 1, 2017 through September 1, 2018; History of Morton County SNAP Issuance from January 2012 to August 2018; History of Morton County TANF Issuance Report from January 2012 to August 2018; Number of EA Cases and Recipients Eligible for 1 Day of the Calendar Year (by SFY0) – Morton County Report from Year 2009 through Year 2017 and History of Morton County CCAP Payments Report from January 2017 through August 2018.

FOSTER CARE/IN-HOME REPORT

Natalie Anderson, Foster Care Supervisor, distributed the Foster Care/In-Home Caseload Total Report from January 2018 through August 2018. Social Worker Case Management and Parent Aide Case Totals from January 2018 through August 2018. Also, the Foster Home Report which includes total number of licensed homes, homes in process of licensure and inquiries.

CHILD PROTECTION SERVICES REPORT

Jenny Wetsch, CPS Supervisor, distributed the Monthly Child Protection Assessments from January 2016 through August 2018 and Morton County Child Protection Reports from August 1, 2018 through August 31, 2018.

DIRECTOR'S REPORT

Emergency Temp Positions for Foster Care Licensing and Child Protection Services (Review)

Dennis Meier, MCSS Director, will continue to provide the board with monthly updates regarding expenditures utilized to fund both emergency temp positions.

Senate Bill 2206 Committee Work Update

Dennis Meier, MCSS Director, distributed the Scenarios of Organizational Governance chart and Proposed Zonal Division of Counties map. Discussion Followed.

Review of Applications for Vacant MCSS Board Position

Board Member, Andy Zachmeier, made a motion to appoint Lynette Fitterer for the vacant position on the Morton County Social Service Board. Motion died for lack of second.

Board Member, Ron Leingang, made a motion to appoint Edgar Oliveira for the vacant position on the Morton County Social Service Board. Board Member, Rose Mary Lawson, seconded the motion. Chairperson, Del Wetsch, called a roll call vote. Voting Yea: Chairperson, Del Wetsch, Board Member, Rose Mary Lawson, and Board Member, Ron Leingang; Voting Nay: Board Member, Andy Zachmeier. Motion carried.

Total number of MCSS cases all programs combined for August 2018 is as follows: Current cases = 3212, opened cases = 252 and closed cases = 151.

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

The next Board Meeting is Tuesday, October 23, 2018 at 10:00 a.m.

Meeting adjourned at 12:09 p.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
Office Assistant III

MORTON COUNTY SOCIAL SERVICE SPECIAL BOARD MINUTES

DATE: October 11, 2018

TIME: 2:13 pm

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

BOARD MEMBERS ABSENT:

OTHERS PRESENT: Dennis Meier, MCSS Director, Brittany Slack, Office Assistant III, Edgar Oliveira, Wendy Bent, Mylinda Schultz, Jennifer Duletski, Korrine Sailer, Heather Gage and Deb Riehl.

The meeting was called to order by Chairperson, Del Wetsch. A motion was made by Board Member, Andy Zachmeier, to approve the October 10, 2018 Agenda. Board Member, Ron Leingang, seconded the motion. All voted in favor. Motion Carried.

Board Member, Ron Leingang, moved to approve all October 2018 bills. Board Member, Andy Zachmeier, seconded the motion, All voted in favor. Motion Carried.

Review of Senate Bill 2206

Dennis Meier, MCSS Director, distributed Scenarios for Organizational Governance chart and the Proposed Zonal Division of Counties map. Also provided to the Board Meeting Packet by Board Member, Andy Zachmeier, 2018-15 Human Service Financing handout, Email from Seymour Jordan, Divide County States Attorney regarding Regionalization of Social Services and Primary Concerns of Regionalization. Discussion followed.

Board Member, Andy Zachmeier, moved to direct the Social Service Director to enter negotiations with Grant County and Sioux County to form a Social Service Zone to comply with ND Senate Bill 2206. Board Member, Ron Leingang, seconded the motion. All voted in favor. Motion carried.

Board Member, Andy Zachmeier, motioned to adjourn the meeting. Board Member, Rose Mary Lawson, seconded the motion. All voted in favor. Motion carried.

The next Board Meeting is Tuesday, October 23, 2018 at 10:00 a.m.

Meeting adjourned at 3:43 p.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
Office Assistant III

Morton County

Expenditure Report with Detail Options

Fiscal Year: 2018-2018 From Date: 9/1/2018 To Date: 9/30/2018
 Exclude PR encumbrance Include pre encumbrance Print accounts with zero balance

Account Mask: ??????????

Account Number / Description	Original Budget	Amended Budget	Expended YTD	Encumbered YTD	Unexpended Bal	% Used
SOCIAL WELFARE FUND						
207.450.6101 / SALARIES	\$0.00	\$2,132,715.92	\$1,544,968.90	\$0.00	\$587,747.02	72.44%
207.450.6102 / DEFERRED COMP. BENEFIT	\$0.00	\$6,993.46	\$4,151.50	\$0.00	\$2,841.96	59.36%
207.450.6111 / ON CALL SALARIES	\$0.00	\$2,738.00	\$2,130.00	\$0.00	\$608.00	77.79%
207.450.6121 / PAID OVERTIME	\$0.00	\$8,000.00	\$1,793.93	\$0.00	\$6,206.07	22.42%
207.450.6211 / HEALTH INSURANCE	\$0.00	\$326,875.00	\$250,782.06	\$0.00	\$76,092.94	76.72%
207.450.6221 / FICA MATCH	\$0.00	\$164,509.22	\$111,939.44	\$0.00	\$52,569.78	68.04%
207.450.6241 / WORKMENS COMPENSATION	\$0.00	\$6,500.00	\$3,658.74	\$0.00	\$2,841.26	56.29%
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	\$0.00	\$296,612.74	\$208,067.63	\$0.00	\$88,545.11	70.15%
207.450.6321 / PROPERTY & LIABILITY INSURAN	\$0.00	\$1,500.00	\$1,474.60	\$0.00	\$25.40	98.31%
207.450.6339 / MEMBERSHIPS & REGISTRATIONS	\$680.00	\$3,500.00	\$2,947.00	\$0.00	\$553.00	84.20%
207.450.6341 / TRAVEL EXPENSE	\$3,212.04	\$25,000.00	\$14,060.17	\$0.00	\$10,939.83	56.24%
207.450.6343 / REPAIRS AND MAINTENANCE	\$153.97	\$26,000.00	\$27,035.72	\$0.00	(\$1,035.72)	103.98%
207.450.6351 / UTILITIES	\$1,452.80	\$19,000.00	\$14,601.82	\$0.00	\$4,398.18	76.85%
207.450.6359 / POSTAGE	\$0.00	\$6,000.00	\$2,608.20	\$0.00	\$3,391.80	43.47%
207.450.6360 / MOBILE COMMUNICATIONS	(\$172.80)	\$3,300.00	\$1,656.95	\$0.00	\$1,643.05	50.21%
207.450.6361 / TELEPHONE	\$800.19	\$8,000.00	\$6,375.70	\$0.00	\$1,624.30	79.70%
207.450.6381 / COPIER EXPENSE	\$307.54	\$5,678.00	\$3,825.38	\$0.00	\$1,852.62	67.37%
207.450.6401 / OFFICE SUPPLIES	\$884.75	\$7,500.00	\$4,136.25	\$0.00	\$3,363.75	55.15%
207.450.6412 / SUPPLIES-COMPUTER	\$0.00	\$1,200.00	\$785.91	\$0.00	\$414.09	65.49%
207.450.6499 / CLIENT AID	\$43.35	\$7,250.00	\$1,091.36	\$0.00	\$6,158.64	15.05%
207.450.6651 / CAPITAL OUTLAY-EQUIPMENT	\$110.90	\$25,000.00	\$15,818.88	\$0.00	\$9,181.12	63.28%
207.450.6904 / GA BURIALS	\$0.00	\$27,500.00	\$3,460.00	\$0.00	\$24,040.00	12.58%
207.450.6905 / SAFETY/PERMANENCY FUNDS	\$280.00	\$8,000.00	\$3,240.70	\$0.00	\$4,759.30	40.51%
207.450.6907 / SHELTER CARE	\$250.00	\$3,600.00	\$2,250.00	\$0.00	\$1,350.00	62.50%
207.450.6911 / EXPERT/PROFESSIONAL WITNESS FEES	\$0.00	\$0.00	\$2,283.02	\$0.00	(\$2,283.02)	0.00%

Morton County

Expenditure Report with Detail Options

Account Mask: ??????????

Fiscal Year: 2018-2018 From Date: 9/1/2018 To Date: 9/30/2018

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
207.450.6912 / CWB PER DIEM	\$0.00	\$2,500.00	\$49.05	\$561.35	\$1,938.65	22.45%
207.450.6927 / TERMINAL COST	\$0.00	\$0.00	\$0.00	\$120.00	(\$120.00)	0.00%
207.450.6932 / PRINTER EXPENSE	\$0.00	\$3,500.00	\$0.00	\$408.97	\$3,091.03	11.68%
Total For SOCIAL WELFARE	\$0.00	\$3,131,012.34	\$244,295.47	\$2,236,234.18	\$894,778.16	71.42%

CURRENT CASE COUNT

October 2018 for September 2018

ADULT SERVICES

134— (increase of 1)

Opened 4 new cases

Closed 3

Inquiries/ Denied—6

Totaling 62 units (15.5 hours)

7—pending

Worker breakdown

BM —27 cases (13 BC, 8 MW, 3 MSP/PCS, 4 SPED)

LC—58 cases (18 BC, 12 MW, 5 MSP/PCS, 21 SPED, 2 Ex-SPED)

PW—49 cases (16 BC, 14 MW, 6 MSP/PCS, 12 SPED, 1 Ex- SPED)

FOSTER HOMES (BM)

No Adult Foster Homes

CHILD CARE (LA)

61—licensed (down from 62)

9—self-declared (increase from 8)

CHILDREN'S SPECIAL HEALTH SERVICES (BM)

15—Treatment Services (same)

1 pending

9—Diagnostic (same)

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

October 5, 2018

Following is a summary of SNAP statistics for SEPTEMBER 2018:

County	PARTICIPATION			County	PARTICIPATION		
	Households*	Persons**	Issuance		Households*	Persons**	Issuance
ADAMS	50	104	\$10,204	MCKENZIE	162	399	\$49,153
BARNES	409	787	\$81,571	MCLEAN	186	387	\$44,871
BENSON	723	2,076	\$279,487	MERCER	158	317	\$37,057
BILLINGS/ G.VALLEY	2	6	\$898	MORTON	882	1,819	\$210,626
BOTTINEAU	55	85	\$11,259	MOUNTRAIL	116	302	\$35,413
BOWMAN/ SLOPE	79	129	\$13,410	NELSON	92	179	\$16,162
BURKE	14	27	\$2,990	OLIVER	43	91	\$10,068
BURLEIGH	2,384	4,540	\$537,400	PEMBINA	164	356	\$39,031
CASS	5,624	11,880	\$1,341,580	PIERCE	120	243	\$26,748
CAVALIER	62	160	\$16,432	RAMSEY	546	1,070	\$128,030
DICKEY	121	247	\$23,962	RANSOM	143	258	\$28,255
DIVIDE	44	83	\$9,580	RENVILLE	58	107	\$10,469
DUNN	77	198	\$25,249	RICHLAND	515	1,085	\$115,455
EDDY	92	178	\$21,086	ROLETTE	2,239	4,791	\$678,653
EMMONS	110	183	\$20,545	SARGENT	80	174	\$19,109
FOSTER	81	146	\$17,049	SHERIDAN	59	133	\$15,273
GRAND FORKS	2,216	4,639	\$561,069	SIOUX	455	1,390	\$192,373
GRANT	90	172	\$20,820	STARK	913	1,751	\$215,804
GRIGGS	73	140	\$15,341	STEELE	33	68	\$7,998
HETTINGER	59	142	\$15,103	STUTSMAN	850	1,442	\$179,225
KIDDER	65	128	\$13,214	TOWNER	67	148	\$16,019
LAMOURE	64	121	\$15,360	TRAIL	200	429	\$45,875
LOGAN	41	91	\$9,853	WALSH	347	736	\$85,509
MCHENRY	194	378	\$43,405	WARD	2,062	4,101	\$480,631
MCINTOSH	67	127	\$14,728	WELLS	154	274	\$30,688
				WILLIAMS	682	1,375	\$176,108
				Total	24,385	50,733	\$6,077,131

* 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 10/01/2018

Program Activity 09/01/2018 THROUGH 09/30/2018

NEW APPLICATIONS

Program	Period of 09/01/2018 - 09/30/2018			Period of 08/01/2018 - 08/31/2018
	Received	Approved	Denied	Received
TANF	15	5	10	19
SNAP	71	44	27	63
Medicaid	24	13	11	30
ACA/Expansion	72	56	16	80
Child Care	15	5	10	13
Basic Care	1	1	0	0
Foster Care	0	0	0	0
Sub-Adoption	0	0	0	0
GA Burial	0	0	0	1
TOTAL	198	124	74	206
Change from Last Period -8 Applications				

CASE CLOSINGS

Program	Period of 09/01/2018 - 09/30/2018	Period of 08/01/2018 - 08/31/2018
	Case Closings	Case Closings
TANF	1	1
SNAP	49	34
Medicaid	19	11
ACA/Expansion	51	48
Child Care	1	2
Basic Care	2	0
Foster Care	6	0
Sub-Adoption	0	0
TOTAL	129	96
Change from Last Period +33 Cases Closed		

*** LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

Period of 09/01/2018 - 09/30/2018				Period of 08/01/2018 - 08/31/2018
Received	Approved	Denied	Pending	Received
101	45	0	55	0
Y-T-D Totals as of 10/01/2018				
101	45	0		
FFY 2019				

REVIEWS OF ELIGIBILITY COMPLETED ON OPEN CASES

Program	Period of 09/01/2018 - 09/30/2018	Period of 08/01/2018 - 08/31/2018
	Reviews Completed	Reviews Completed
TANF	3	0
SNAP	89	84
Medicaid	73	67
ACA/Expansion	56	67
Child Care	3	3
Basic Care	4	3
Foster Care	0	0
Sub-Adoption	0	3
TOTAL	228	227
Change from Last Period +1 Reviews Completed		

ALL PROGRAMS

Number of New Cases in 08/2018	7
Number of Cases as of 09/01/2018	2952

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

	10/1/17	11/1/17	12/1/17	1/1/18	2/1/18	3/1/18	4/1/18	5/1/18	6/1/18	7/1/18	8/1/18	9/1/18	10/1/18
TANF	8	7	9	8	7	6	6	3	3	4	4	5	4
TANF/SNAP	18	18	15	14	17	18	15	11	16	17	20	15	15
TANF/ME	0	0	1	1	0	0	0	1	1	1	1	1	1
TANF/ME/QS	1	1	0	1	0	0	0	0	0	0	0	0	0
TANF/SNAP/ME	3	3	4	4	4	5	5	5	5	7	5	6	6
TANF/SNAP/QS	1	1	1	0	0	0	0	0	0	0	0	0	0
SNAP	517	502	525	552	554	560	554	516	552	536	523	515	517
ME	510	506	511	489	497	497	497	502	502	512	521	533	528
QS	20	22	22	23	24	26	29	34	29	29	30	32	28
SNAP/ME	146	139	147	146	149	156	156	149	160	159	156	156	149
SNAP/QS	59	57	56	57	55	52	51	43	54	53	53	55	58
ME/QS	91	90	89	92	92	90	91	93	97	103	98	95	97
SNAP/ME/QS	108	113	110	99	106	113	111	99	110	110	109	114	115
ACA/EXPANSION	1176	1166	1184	1201	1222	1224	1223	1255	1245	1229	1223	1221	1223
LIHEAP	0	134	228	338	414	451	498	513	525	0	0	0	101
CHILD CARE	64	62	64	66	65	62	60	59	56	59	62	65	66
FOSTER CARE	41	36	47	46	47	48	46	48	53	50	49	49	47
SUBSIDIZED ADOPTION	37	35	36	36	38	39	39	40	46	42	43	42	43
BASIC CARE	40	44	47	47	46	48	46	48	50	47	48	48	44
TOTALS	2840	2936	3096	3220	3337	3395	3427	3419	3504	2958	2945	2952	3042

Note: During the past 12 months, total cases increased by 202.

FOSTER CARE / IN-HOME / FP LICENSING

CASE LOADs September 2018

CASE LOADS TOTALS = 69 (61 end of month)

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

20- Children in foster homes/PATH 6-Group Care/PRTF 14-Relative Care

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

	Opened	Closed
2018		
April	14	6
May	4	6
June	4	5
July	0	10
August	3	3
September	5	8

2018								
<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>
79	79	82	89	81	80	75	67	69

2018

KC	April	May	June	July	Aug	Sept
Foster Care	6	10	10	10	10	10
In-Home	9	9	9	7	6	4
Total	15	19	19	17	16	14

JD	April	May	June	July	Aug	Sept
Foster Care	11	10	8	7	9	9
In-home	8	8	7	6	6	6
Total	19	18	15	14	15	15

RS	April	May	June	July	Aug	Sept
Foster Care	8	9	7	6	8	4
In-Home	8	7	5	5	6	7
Total	16	16	12	11	14	12

KS			June	July	Aug	Sept
Foster Care			10	10	11	11
In-Home			3	3	3	3
Total			13	13	14	14

TM	April	May	June	July	Aug	Sept
Foster Care		3				5
In-Home	8	8	7	7	7	8
Total	8	11	7	7	7	13

NA	April	May	June	July	Aug	Sept
In Home	2	2	2	2	1	1
Foster Care						
Total:	2	2	2	2	1	1

Children and Family Services Unit – Parent Aide Caseload

KH	April	May	June	July	Aug	Sept
	12	9	10	10	9	7

BH	April	May	June	July	Aug	Sept
	7	8	4	4	2	4

FOSTER HOME REPORT

Foster Homes: 28

General: 20 homes

Specific: 8 homes

3 – homes in process

1 – guardianship completed

5 – foster home inquiries

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
April- 53
May- 63
June- 34
July- 35
August- 36
September- 46

Morton County Child Protection Reports Sept. 1 to Sept 30th

-Of the 69 total reports in September, 18 Administratively Assessed (AA), 5 Administrative Referrals (AR), and 9 Assessment Terminated in Progress (ATP).

* Total number of Alternative Response cases- 1

*Total number of Prenatal Exposure (drugs/alcohol)- 0

*Total number of 960 reports of abuse (includes physical, sexual)- 10

*Total number of 960 reports of neglect (includes educational, psychological)- 58

-37 of the 69 reports became part of a full assessment.

Beginning Sept caseload-

Opened/closed- Sept 1- Sept 30th

Jenny Wetsch- 4-ATP, 1-full, 3-AA,

1-AR

Opened-18-(AA), 5- (AR), 4- (ATP)

Closed- 1- full, 2-(ATP), 18- (AA), 5-(AR)

End- 6- (ATP)

CPS Worker (KO)- 13

Opened- 14, Closed- 7, End-20 (*4 new reports received on open cases)

CPS Worker (VZ)- 8

Opened 13, Closed- 14, End- 8

CPS Worker (KD)- 5

Opened-8, Closed- 1, End- 12 (*3 new reports received on open cases), did 2 courtesy interviews.

Part-time CPS Worker (TM)-1

Opened 1, End- 1

CPS Worker RB closed all 9 of her cases before her last day on Sept 14th, 2018.

*When new reports are received on open cases, the reports are combined with the current open case and the case is still counted as 1 case for the worker. Worker needs to address all new reports that come in on their case.)