

SB 2124 Meeting Date: January 14, 2020

Attendees: Michelle, Nancy, Diane, Jamie, Arne, Jon, Sara K, Kim J, Sara S, Amy E, Laural S, Heather S., Marcie W., Kristen H.

Division	Agenda Items/Meeting Notes	Department Actions
<p style="text-align: center;">HR</p>	<p>Position Updates</p> <ul style="list-style-type: none"> • Child Care Licensors supervisor (4 FTE) position announcements went out last week; position closes 1/17 • HR is receiving applications • Manager position closes Jan. 23 <p>LTC Eligibility (Specialized Team)</p> <ul style="list-style-type: none"> • Offer letters going out for workers and leads • Working on transition plan for workload • Migrate work in phased way • Team will use process management (vs. Case management model) • LTC Supervisor (Crystal) is being trained on process management • Traveling to Jamestown to review workflow management tool at Stutsman Co. • Use KanBan for other programs • Team could be given option of working at home, still are team members • Start date mid-Feb <p>Zone Operations Director Postings</p> <ul style="list-style-type: none"> • Interviews this week <p>Zone Support</p> <ul style="list-style-type: none"> • Medicaid estate recovery attorney interviews have occurred • HR hired an FTE to support zones; starts Jan. 21 <p>Zone Director Positions</p> <ul style="list-style-type: none"> • Applications are coming in <p>Orientations - questions</p>	<p>We will provide transition plan guidance for the LTC workload.</p>

	<ul style="list-style-type: none"> • Cell phone policy pending • Personal cars and mileage • LTC Eligibility group will be the next orientation 	
Legal	<ul style="list-style-type: none"> • Sent out estate recovery letter to directors • Open meetings for Zone Director interviews – zones responsible for the public notice, it might need to be a special meeting • Plan templates • DHS is presenting at the States Attorneys Conference – Jan. 24, 2020 	Public Notice of Interviews: Added to weekly newsletter this week
Fiscal	<ul style="list-style-type: none"> • First round payments processed on Jan. 9, 2020 • Have their direct and indirect • Fiscal will send meeting invitations to auditors who volunteered on indirect costs • County auditors finalizing chart of accounts • Zone Director Group meeting (formerly county directors meeting) - frequency? Collaborate on agenda <ul style="list-style-type: none"> ○ Monthly budget review to know where we are at on cash flow ○ Funds are tied to FTE and Zone Directors and others will collaborate on solutions ○ Mindset – We work together to address needs statewide • Random moment time study training; new observers • Fiscal will be requesting reports from zones – SFN 119 • Questions about expense procedures and zone expenses 	<p>Fiscal to send email to auditors on chart of accounts</p> <p>County Newsletter – add reference to law on board member make up and term limits and claims ratification</p>
Other	<p>County Directors Meeting Jan. 8, 2020 Debrief</p> <ul style="list-style-type: none"> • Sara reviewed questions raised • Culture – work toward building one team • Safety – state employees should check in/out or calendar share when visiting clients in their homes just as they did when they were counties disclosing minimum information 	<p>Heather to provide PDF of values to zones</p> <p>Let HR contacts know that this is open meeting and they are responsible for doing the notice.</p>

<p>IT Update</p> <ul style="list-style-type: none"> • nd.gov \$5 monthly account fee – when county worker moves to state employment • IT hardware upgrades are within our budget – still need to use monitors, keyboard, mouse had as county employees • County retains county assets (hardware) but State staff might be using some of the same assets • State switches/mapping employees to county networks/assessment underway on each employee transitioning to state <p>County Websites</p> <p>Board Training</p> <ul style="list-style-type: none"> • Interim Zone Directors cannot chair Zone Board meetings. Will need interim zone board chair. • Zone Plan Orientation – Zone Operations Director will be responsible for this. • Include TOC work redesign <p>Terry attended South County Human Service Zone board meeting</p> <p>Targeted Case Management Instructions – billing</p> <ul style="list-style-type: none"> • Zones complete with host county’s information • Provider enrollment supporting this • Host counties are responsible for any claims adjustment (host county receives the budget) • QSPs transferred over in MMIS <p>Finalizing Gifting Policy</p> <p>Zone Cadence of Meetings</p>	<p>Sara will have Cory connect with Aaron on States Atty Conf – Presenting new CPS Model</p> <p>Sara sent out review email by 1/15/19</p> <p>County Emails – Bulleted list that we can give to IT person on what to switch over – February 1st - For HCBS – Forward now – Archive on Feb 1</p>
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