

SB 2124 Meeting Date: January 28, 2020

Attendees: Nancy, Kim J., Kristen, Marcie, Michelle, Jon, Heather, Sara S., Amy, Alicia, Dianne M., Sara K., Doran and Chris

Division	Agenda Items/Meeting Notes	Department Actions
HR	<p>Position Updates</p> <p>LTC eligibility</p> <ul style="list-style-type: none"> • All LTC eligibility positions have been accepted, and they start Feb. 1. Their host county is responsible for paying benefits for February. <ul style="list-style-type: none"> ○ Survey all LTC employees about benefit transition – out of pocket share – when pay – need to talk to local agency ○ Orientation is next Wed., Feb. 5. • LTC eligibility team transition plan is being developed with Crystal. Basecamp project items • DHS HR Policy - interview time is paid time for internal applicants. Transportation to an interview is not reimbursed. <p>Zone Operations Director</p> <ul style="list-style-type: none"> • Made offer for zone ops director – pending <p>Childcare licensors</p> <ul style="list-style-type: none"> • Childcare licensing team interviews are scheduled and applications for the statewide manager and the regional supervisor licensing positions have been received. <p>HCBS</p> <ul style="list-style-type: none"> • Positions posted for Burleigh, Cass, Benson Ramsey and Rolette • Lack of applicants in some rural areas – social worker workforce challenges • Zones could offer moving expenses and sign-on bonuses for social workers if it's in their budget <ul style="list-style-type: none"> ○ New HR team member Alicia can assist with recruitment <p>Zone Director positions</p> <ul style="list-style-type: none"> • 17 zones have posted their zone director positions • 1 zone director applicant has accepted. 	
Legal	<p>General Assistance (GA) Affidavits of Collection – Role</p> <ul style="list-style-type: none"> • Letter on general assistance and estate recovery • Guidance pending 	<p>Sara to provide updates in the newsletter on:</p> <ul style="list-style-type: none"> • 12 zone board responsibilities

	<p>Definition of Zone Boards – advisory, governing, other</p> <ul style="list-style-type: none"> • Are advisory boards • A link to the section of statute was provided previously in the newsletter <p>Cell phones</p> <ul style="list-style-type: none"> • Policy pending and under review with NDIT, Field, Aging, etc.; is for those communicating confidential information with clients – app blocking phone number • Staff phones <p>Will zones be impacted by multifactor authentication?</p> <ul style="list-style-type: none"> • Marcie will work with Doran and Duane on this <p>Revised “IT and other Administrative Items” FAQ</p> <ul style="list-style-type: none"> • Was updated to answer question about authorizations listing counties instead of human service zones and uploaded to the Social Service Redesign web page http://www.nd.gov/dhs/info/redesign-sb2124/index.html. <p>Host county state’s attorney would handle employment law issues in zone</p>	<ul style="list-style-type: none"> • County state’s attorney agreements on responsibilities - handling employment law issues
<p>Fiscal</p>	<p>Flex benefit payback – Jon and Laural will follow up with Kristen – Is it indirect or indirect? Termination TrueUp</p> <p>Interim Zone Director duties: As the interim director have the full authority as a zone director until the zone director is hired – exception would be acting as the chair of the zone board</p>	
<p>Other</p>	<p>Funeral and Indigent Burials – Chris is meeting with NDACo next week to finalize a standard plan and policy to be implemented and enforced.</p> <p>Zone Plans – Workshop Process</p> <p>Human Service Zone Talking Points / Fact Sheet developed</p> <p>2124 Meeting Frequency - Moving to every other Tuesday, beginning today, Jan. 28</p> <p>Branding / Zone Names</p>	<p>Once reviewed by Team, Heather will put Zone Fact Sheet/Talking Points doc on DHS Insider intranet and website</p> <p>Include new meeting frequency in the weekly newsletter</p>

	<ul style="list-style-type: none">• Use up existing letterhead, new signage not a priority• Counties are using zone name with local office locations on letterhead Word template for their notifications (Can bold office that is sending the letter) <p>IT Update</p> <ul style="list-style-type: none">• Computers ordered for new state employees• State IT wireless network connectivity	
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