

Ward County Social Service Board
Minutes
 May 17, 2016 – 8:00 AM
 Ward County Commissioner's Chambers

PRESENT:

John Fjeldahl
 Larry Louser
 Jack Nybakken
 Shelly Weppler
 Alan Walter

Also present were Melissa Bliss, Director and Karen Schultz, Recording Secretary.

MOTION:

It was moved by Shelly Weppler, seconded by John Fjeldahl and unanimously carried by the Board approval of the Minutes of the April 19, 2016 Regular Board Meeting.

MOTION:

It was moved by Shelly Weppler, seconded by Jack Nybakken and unanimously carried by the Board approval of the bills according to the attached list and following summary,

Social Welfare Expenditures

GENERAL ASSISTANCE	252.00
BOARD MEMBER EXPENDITURES	271.39
ADMINISTRATIVE PAYROLL	302,533.67
ADMINISTRATIVE EXPENSES	7,013.61
TRAVEL & REGISTRATION FEES	4,796.10
WORKERS COMP PREMIUM	.00
LIABILITY INSURANCE	.00
EMPLOYEE HEALTH INSURANCE	73,788.55
EMPLOYEE RETIREMENT & LIFE	40,590.07
SOCIAL SECURITY& MEDICARE MATCH	22,103.69
PARENT AIDE EXPENDITURES	5,206.35
WRAPAROUND SW EXPENDITURES	6,229.60
SAFETY PERMANENCY FUNDS	1,185.91
WELLNESS COMMITTEE	.00
FC PROGRAM EXPENSE	.00
FOSTER CARE TRANSPORTATION	314.00
TECS./VISION/SAMS OPERATIONAL COSTS	.00
EBT FOOD STAMP COSTS	.00
TOTAL SOCIAL WELFARE EXP	464,560.23

The Board reviewed the General Assistance approvals and denials. No appeals were heard.

MOTION:

It was moved by John Fjeldahl, seconded by Larry Louser and unanimously carried by the Board the approval to receive and file the April, 2016 Budget Recap and Revenue report.

Director Melissa Bliss informed the Board that our agency receives numerous complaints regarding the availability of client parking as there is a definite lack of space. It is also a concern for employees parking in the designated area along the railroad tracks as it appears that construction workers are utilizing a number of spaces within that area as well. Director Bliss also asked that someone look into the crosswalk stripes being painted along third street as they are almost completely worn away which is a hazard to pedestrians, as well as designating 30 minute parking along that street. There was discussion among the Board members regarding an alternative designated parking area for potential jurors on the days that there is jury selection and trials.

Chairman Walter indicated that he will check into the striping of the crosswalks, designation of 30 minute parking along 3rd street and an alternative parking area for jurors.

Director Bliss updated the Board as to the personnel vacancies and recent hires. Misty Shearer is our new CPS Supervisor and Nancy Conlee is the new In Home Lead worker; both employees were currently employed in other positions within the agency. Interviews are being completed this week for a vacant In Home position. We have recently been informed of a CPS Family Service Specialist resignation which will occur in June and a probationary CPS Family Service Specialist has recently been dismissed due to performance issues. We currently have a UND Social Work student with us. She is working on her Master's Degree and is a Licensed Social Worker. We presently have two vacant eligibility worker positions and two vacancies in the CPS department.

Director Bliss informed the Board of recent discussions held at the County Directors Meeting in which the DHS HR department and a member of the Labor Commission spoke regarding exempt versus non-exempt employees, Proposed changes would result in some exempt employees becoming non-exempt based on their current grade, current salary and job duties. This would result in workers accumulating comp time which has been pre-approved by their supervisor and the need to use that time within a 6 month period or it would have to be paid out, which the county is not budgeted for this fiscal year. Director Bliss indicated employees will be encouraged to flex this time out within the week of acquiring it so that there is not an accumulation of comp time. This plan will be finalized in June and counties have 30 days to implement it.

Director Bliss indicated that she would like to do a formal dedication of our conference rooms for former Director, Daniel Richter and former Board Member, Molla Romine. She would like this to take place in June after acquiring memorial plaques to be placed inside the rooms. It was suggested that she check with Gideon's Trumpet and Lowe's Printing regarding those displays.

The Director informed the Board that she will be on vacation May 31st through June 10th returning to the office on June 13th.

The meeting was adjourned at 8:50 am.

Alan Walter, Chairman

Date

Karen Schultz, Recording Secretary